

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING RELEASE)	RESOLUTION NO. 95-2245
OF REQUEST FOR PROPOSAL #95R-24-SW)	
FOR A MULTI-YEAR STUDY OF)	Introduced by Mike Burton
COMMERCIAL WASTE GENERATORS AND)	Executive Officer
AUTHORIZING THE EXECUTIVE OFFICER)	
TO ENTER INTO A CONTRACT.)	

WHEREAS, The adopted FY 1995-96 Metro Budget appropriates \$121,000 for the study of commercial waste generators; and

WHEREAS, The study of commercial generators is the next phase in a planned series of studies by Metro that began in FY 1992-93 with a study of single family generators; and

WHEREAS, This study will provide benchmarks and initial data for measuring and monitoring the newly-adopted Regional Solid Waste Management Plan (RSWMP) according to the measurement plan that is contained within RSWMP; and

WHEREAS, This study will provide other data and information of significant use in solid waste planning and forecasting to Metro and its regional partners; and

WHEREAS, This study will be of more than one year duration; and

WHEREAS, It is most cost-effective to employ one contractor for the duration of this study; and

WHEREAS, The contractor will be selected by an open and competitive proposal and selection process; and

WHEREAS, The resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now therefore,

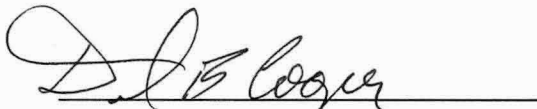
BE IT RESOLVED, That the Metro Council authorizes release of RFP #95R-24-SW for a multi-year contract to study Commercial Solid Waste Generators, and authorizes the Executive Officer to enter into a contract.

ADOPTED by the Metro Council this 21 day of Dec., 1995.



J. Ruth McFarland, Presiding Officer

Approved as to Form:



Daniel B. Cooper, General Counsel

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REQUEST FOR PROPOSALS

FOR

COMMERCIAL SOLID WASTE GENERATOR SURVEY

I. INTRODUCTION

The Regional Environmental Management Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals to conduct research on commercial solid waste generators in the Portland, Oregon metropolitan area. Proposals will be due no later than 3:00 p.m. Tuesday, January 30, 1996 in Metro's business offices at 600 NE Grand Avenue, Portland, OR 97232-2736. Details concerning the project and proposal are contained in this document.

II. OBJECTIVES AND BACKGROUND OF THE PROJECT

The primary objective of this study is to obtain characteristics of solid waste generation by businesses in the Portland metropolitan area. Also of interest is a profile of service arrangements in commercial waste hauling and disposal. Generation is defined to include all recycling and all disposal. "Characteristics" include quantitative measures of waste and recyclables by type of material, firm type and size; as well as qualitative information on recycling knowledge, waste prevention practices, and other "softer" data. As will be discussed below, local information on waste and recycling by material is not currently available for detailed industry types in a complete and consistent format. This study will fill this gap by studying business firms' solid waste behavior at a fine level of detail. Subject to logistic and other potential measurement barriers, this information is to be obtained by direct observation and sampling of the generating units themselves over the course of one year.

History of the Generator Survey Program. This project is the third round in the Generator Survey Program initiated during 1992 by the Solid Waste Department at Metro. The program consists of a series of sample surveys that measure waste, recyclables, and characteristics of individual solid waste generators. The program is intended to provide a consistent and efficient process for monitoring changes in solid waste generation, recycling, and disposal in the region. The first two generator surveys addressed single family households and multifamily residences, respectively. Surveys in this round will focus on non-residential generators, excluding construction-demolition-land clearing (CDL) events.

Size of the Business Sector. To give a sense of the size of the business sector, Table 1 shows the number of firms by employee size-class in the Portland tri-county area. There are over 560,000 wage-and-salary jobs in approximately 41,000 businesses. Over 470,000 persons are employed in medium-to-large firms (*i.e.*, those with 10 or more employees). See also Table 5 (p.12) for a breakdown of employment by industry.

Table 1
Number of Businesses and Employees
by Size of Firm in 1994
Portland, Oregon Tri-County Area

Size (Employees per Firm)	Number of Businesses	Number of Employees
1 and 2	14,674	14,689
3 and 4	10,543	32,852
5 to 9	7,064	44,192
10 to 19	3,960	53,175
20 to 49	2,930	90,604
50 to 99	1,025	70,692
100 to 249	596	89,902
250 to 499	149	51,282
500 and over	90	115,819
Total	41,031	563,207

Disposal by Businesses. Based on Metro's 1993-94 Waste Characterization Study, commercial generators disposed 465,000 tons of waste in 1994 (excluding construction and demolition debris), or 43 percent of all disposal in the Portland area. This same study showed that the principal materials remaining in the commercial waste stream are paper, food waste, wood, metals, and plastics. These statistics are based on retrospective sampling of mixed waste at disposal sites, rather than measurement at the point of generation. Therefore, information by detailed characteristics of generators (*e.g.*, industry type, size of firm) is not available. One intended outcome of this study is detailed quantification of disposal by business generators.

Recycling by Businesses. Metro's 1993 Recycling Level Survey showed that over 710,000 tons of material were recycled, composted, or recovered for energy from all sources in 1993. It is known that 96,500 tons of these materials were recycled through residential (single and multifamily) curbside programs. The balance of 613,500 tons were obtained from a mix of non-curbside residential recycling, post-collection recovery, and commercial recycling. The exact amount of recycling by commercial generators is unknown. Examination of recyclables collected by commercial haulers suggests that the principal materials recycled by business generators are paper, yard debris, metals, and wood. One intended outcome of this study is detailed quantification of these factors.

Required Information and Data. Respondents to this RFP will be required to explain in detail their proposed procedures for completing the following elements of the study.

Information on commercial generation will be obtained by means of direct measurement of a sample of firms from the universe enumerated in Table 1.¹ The sample will be stratified by industry type (SIC code). Oversampling of certain industries (e.g., restaurants, grocery stores) is anticipated in order to enhance reliability of statistics for those industries. Other potential and desirable stratifiers include geographic location, firm size, land use, and building type. The degree of stratification is to be proposed by respondents to this RFP, and will be subject to the number of samples that can be obtained for the budget.

This project will obtain *quantitative* disposal and recycling characteristics of commercial waste generators in the Portland metropolitan area, together with other data on each generator such as firm size and type of activity. In addition, *qualitative* information on recycling practices is sought, such as levels of knowledge and methods of arranging for recycling services. Because the data must be obtained from direct measurement of generators, this project will entail a mix of physical measurements in the field (for example, weighing and sorting of waste and recyclables), sample surveys, and in-depth interviews.

Knowledge of the seasonality of waste and recyclables is important for this study. Accordingly, field work will be completed four times (once during each season) for each generator during the course of the year of study.

With the data from this project, Metro intends to develop a case-level data base on commercial disposal and recycling in the Portland area. No such data base currently exists. Subject to confidentiality issues, these data will be used over time for commercial program design, forecasting, and other applications by Metro, local governments, and the private sector. One immediate application will be to establish baselines for commercial benchmarks of *The Regional Solid Waste Management Plan*.

The basic information required from each generator in the sample is outlined in Table 2.

¹ Metro maintains an employment data base that can serve as the sample frame for this study. This data base includes the name, 4-digit SIC code, address, and size class of each business in the Portland area. Metro can make this data base available to the successful proposer on this project. Businesses are classified by nine size categories: 1 to 2 employees per firm, 3 to 4, 5 to 9, 10 to 19, 20 to 49, 50 to 99, 100 to 249, 250 to 499, and over 500.

Table 2
General Data Requirements
1996-1997 Commercial Generator Study

A. Quantitative Elements

- 1) Characteristics of Each Generator**
 - a) Standard industrial classification (SIC) code
 - b) Number of employees; other firm-specific data.
 - c) Physical location (address)
 - d) Firm type (e.g., parent, subsidiary, division)
 - e) Land/building use (e.g., office tower, shopping center, freestand)

- 2) Disposal by Each Generator**
 - a) By material and mode of collection (see Table 3)
 - b) Destination(s) where waste disposed (see Table 3)
 - c) Seasonal waste quantities
 - d) Service level:
 - i) Frequency of pickup
 - ii) Container sizes
 - iii) Cost

- 3) Recycling by Each Generator**
 - a) By material and mode of collection (see Table 3)
 - b) Destination(s) of recyclables (see Table 3)
 - c) Seasonal recycled quantities
 - d) Service level:
 - i) Frequency of pickup
 - ii) Container sizes
 - iii) Cost

B. Qualitative Elements

Obtain characteristics of the generator's recycling system to gain an understanding of the considerations, constraints, and methods by which non-residential generators arrange for recycling services. Information to include at least:

- 1) Level of knowledge about recycling and waste reduction options available to the firm.
- 2) Barriers and inducements to implementing recycling and waste reduction practices by the firm, including prices and costs.
- 3) Waste prevention knowledge and policies, including information on purchasing policies (dictated by physical location or parent company).
- 4) Characterize existing service level: frequency of collection, reliability of service, provision of containers and other recycling aids
- 5) Decision criteria used for choosing what materials to recycle and how to go about doing it.
Specific reasons for choosing their current system and individual choice of recycler(s).

The quantitative data required for each generator for each season is displayed in Table 3. This table is a *conceptual* array, although it could be the basis of field forms. The data entered on the form is intended to illustrate concepts only.

The first block in each table shows the basic information on generator characteristics that must be obtained for each season.

The second block organizes data into the required categories:

- *Material Categories*: show the materials of primary interest to Metro. Respondents to this RFP will be required to explain in detail: (1) their proposal for weighing waste and recyclables; (2) their proposal for categorizing the components of mixed waste and recyclables. Examples of commonly-employed methods include: (a) "bag & tag" source separation, (b) post-collection sorting and weighing, (c) visual examination and estimation. The exact number and types of material categories will be negotiated in the scope of work, but respondents should bid on the basis of the categories listed in Table 3.
- *Load*: a separate field is indicated for each group of waste or recyclable material that is commingled for collection. The primary purpose is to track the degree of source separation, wet/dry collection, and full commingling of both waste and recyclable loads. The example data in Table 3 show a business with a wet/dry system waste system, recycling collection provided by both the hauler and a private collector, and some minor hauling by a landscaper. This firm is serviced by three firms that collect and haul by five modes. It is likely that field work will require close cooperation with generators and haulers to obtain these data.

The third block indicates information on each load from Block 2: general description of the type of load, hauler, and where each of the waste and recyclable loads will be delivered. That is, the name of the destination (market, processor, disposal facility, landfill) of each group is identified.

Table 3
<Example> Waste Accounting Sheet <Example>
 (Weight in Pounds)

Generator: <i>Fast Burger</i>	Date: <i>May 15, 1996</i>
Address: <i>123 SW Anyroad</i>	SIC: <i>58 (fast food restaurant)</i>
City, Zip: <i>Portland 97222</i>	Employees: <i>12</i>
<i>Freestanding building, 1200 square feet, part of a fast food chain.</i>	

Material Categories	Load					Total (Generation)
	1	2	3	4	5	
Paper	149.0	94.0	140.0			383.0
Corrugated		61.8	120.0			181.8
Office paper		2.4				2.4
Low Grade		25.4				25.4
Newspaper		4.4	20.0			24.4
Nonrecyclable	101.2					101.2
Other	47.8					47.8
Plastics		63.9				63.9
Bottles		14.7				14.7
Other		49.2				49.2
Metal		15.0		25.0		40.0
Tin Containers		10.8				10.8
Alum. Containers				25.0		25.0
Other		4.2				4.2
Glass Containers		8.1		15.0		23.1
Clear		8.1				8.1
Colored				15.0		15.0
Organics	190.0	4.8		45.0	23.2	263.0
Food	187.9					187.9
Yard Debris					23.2	23.2
Wood		4.8		45.0		49.8
Other	2.1					2.1
Other	175.0					175.2
Total	514.0	185.8	140.0	85.0	23.2	948.3

Load	Description	Hauler	Destination
1	<i>Wet route waste</i>	<i>Waste Hauling Co.</i>	<i>Metro Central Transfer Station</i>
2	<i>Dry route waste</i>	<i>Waste Hauling Co.</i>	<i>Material Recovery Facility Co.</i>
3	<i>Private recycler route</i>	<i>Western Paper Collectors</i>	<i>Just Paper Recyclers</i>
4	<i>Hauler recycling route</i>	<i>Waste Hauling Co.</i>	<i>All Else Recycling & Recovery</i>
5	<i>Landscape service</i>	<i>Trim-Em Landscaper</i>	<i>Yard Debris Processor, Inc.</i>

NOTE: Data in this table are provided to illustrate concepts only.

III. PROPOSED SCHEDULE AND SCOPE OF WORK

Table 4
Tentative Schedule
Commercial Generator Survey
1996-1997

<u>Date</u>	<u>Activity</u>
Jan.-Mar. 1996	RFP released; selection and award of contract; Preparation and logistics: sampling plan, measurement plan, pilots.
Apr.-Jun. 1996	Spring season surveys and field work.
Jul.-Sep. 1996	Summer season surveys and field work.
Oct.-Dec. 1996	Fall season surveys and field work.
Jan.-Mar. 1997	Winter season surveys and field work.
Apr.-May 1997	Project completion

Scope of Work. Metro is seeking proposals from qualified firms to perform the following services and to deliver the products described:

A. Preparation and Logistics

I. Tasks. The consultant will work closely with Metro staff on:

1. Sampling Plan
 - a) Develop survey instruments and administration procedures
 - b) Develop sample frame (Metro can provide assistance)
 - c) Develop list of generators to be surveyed
 - d) Develop selection procedures.
2. Field Work: Weight and Categorization by Material
 - a) Develop procedures
 - b) Make necessary contacts:
 - i) haulers
 - ii) local government representatives
 - iii) building owners/managers
 - iv) generators
 - v) other
3. Complete pilot projects designed to pre-test and refine:
 - a) survey instruments and procedures
 - b) weighing and categorization procedures

II. Deliverables:

1. Final survey instruments*
2. Procedures manuals**
3. Memorandum of results on pilots.

*Must be approved by Metro before beginning pilot surveys.

**Must be approved by Metro before beginning pilot field work.

B. Seasonal Generator Surveys and Sampling

I. Tasks. For each generator selected according to the sampling plan, the following measurements will be obtained for each season (Spring 1996, Summer 1996, Fall 1996, Winter 1997) according to agreed procedures:

1. Survey/update of generator characteristics.
2. Weight and categorization of discards by material (see Table 3).
3. Weight and categorization of recyclables by material (see Table 3).

II. Deliverables:

1. Weekly progress report enumerating:
 - a. Generators for which weighing and sorting was completed
 - b. Generators for which surveying was completed
 - c. Issues and problems encountered
2. Quarterly report including:
 - a. Description of seasonal activities
 - b. Findings and other issues
 - c. All data collected during the season
 - d. All field and survey forms completed during the season

C. In-Depth Generator Survey

I. Tasks

1. Interview Plan. The consultant will work closely with Metro staff on the following tasks:
 - a) Develop survey instruments and administration procedures
 - b) Pre-test and refine interview instruments and approach
 - c) Develop list of generators to be surveyed.

2. **Field Work:** At least once during the course of this project, administer in-depth surveys to generators selected according to the sample plan.

This task is designed to obtain the qualitative information identified in Table 2.B. The survey should be administered during a period that is "representative" of the generator's disposal and recycling behavior. Respondents to this RFP are free to propose any approach that will best meet the data objectives for this task. In particular, it is acceptable to Metro that these surveys be of "executive interview" form. Metro will also consider without prejudice approaches that propose surveying a sub-sample of generators, provided the results can be shown to be representative of recycling practices in the region. The successful proposer should expect to complete approximately one-quarter of the surveys during each season.

II. Deliverables:

1. Quarterly progress report
 - a. Generators for which surveying was completed
 - b. Preliminary findings-in-progress.
 - c. Issues and problems encountered
2. Final report including:
 - a. Description of surveying activities
 - b. Narrative summary of findings
 - c. Tabulation of results
 - d. All completed survey forms

IV. **QUALIFICATIONS/EXPERIENCE**

Proposals will be considered only from firm(s) that are qualified to perform this work. Minimal qualifications include: (1) Demonstrated ability to coordinate and manage a large, multifaceted quantitative study or research project. (2) General solid waste experience in planning, management, operations, processing, or collection. Respondents must describe and explain if experience in other field(s) is to be substituted for solid waste experience. (3) Specific solid waste experience with waste characterization studies, and/or other types of quantitative field work; and (4) Experience managing or implementing sample surveys.

V. PROJECT ADMINISTRATION

Respondents must identify the person who is primarily responsible for management of this project, including management of sub-consultants, if any.

Metro's manager for this project is:

Douglas Anderson
Regional Environmental Management
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

(503) 797-1788 (voice)
(503) 797-1795 (FAX)

VI. PROPOSAL INSTRUCTIONS

A. Submission of Proposals

Nine (9) copies of the proposal shall be furnished to Metro, addressed to Douglas Anderson, Regional Environmental Management, at the address listed in Section V above.

B. Deadline

Proposals will not be considered if received after 3:00 p.m., January 30, 1996.

C. RFP as Basis for Proposals:

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which Proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Metro in evaluating the Proposal. All questions relating to this RFP should be addressed to Douglas Anderson at (503) 797-1788. Any questions, which in the opinion of Metro, warrant a written reply or RFP amendment will be furnished to all parties receiving this RFP. Metro will not respond to questions received after 5:00 p.m., Friday, January 19, 1996.

D. Information Release

All proposers are hereby advised that Metro may solicit and secure background information based upon the information, including references, provided in

response to this RFP. By submission of a proposal all proposers agree to such activity and release Metro from all claims arising from such activity.

E. Minority and Women-Owned Business Program

In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100 & 200.

Copies of that document are available from the Risk and Contracts Management Division of Administrative Services Department, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

VII. PROPOSAL CONTENTS

The proposal should concisely describe the ability of the consultant to perform the work requested, as outlined below. The proposal should be submitted on recyclable, double-sided recycled paper (post consumer content). No waxed page dividers or non-recyclable materials should be included in the proposal.

- A. Transmittal Letter: Indicate who will be assigned to the project, who will be project manager, and the length of time the proposal is valid (must be a minimum of ninety [90] days).
- B. Understanding of Project: State in one paragraph your understanding of this project. Include a re-statement of your understanding of objectives.
- C. Approach/Project Work Plan: Describe your proposed methodology for obtaining the data outlined in Section II of this RFP, and accomplishing the tasks described in the Scope of Work, Section III. Indicate how the work will be done within the given time frame and budget. Include a proposed work plan and schedule. Explain how you will monitor and implement the need for mid-course corrections. Describe the roles you propose or require for Metro staff and others not on the proposing team.

In addition, the following specific items must be addressed in this section:

1. State the number of generators (size of the sample) for which you propose to obtain data during each of the four seasons. This sample will be stratified by industry group such as shown in Table 5 (next page). Samples will be allocated to strata in proportion to employment in each industry group. Table 5 provides a guide to these proportions. Proposals should be based on an approximate oversampling rate of 3x for Eating & Drinking Establishments; and 2x each for Retail Building

Materials, Food/Grocery Stores, and Hotels & Lodging Places. You must include justification for proposals that involve any other type of primary stratification scheme.² Indicate if the proposed sample size and methodology will admit of pre- or post-stratification by location, firm size, building type, or land use.³

Table 5
Employment by Industry

Industry Group (SIC Based)	Approximate % of Employment
Construction*	5.1%
Durable Goods Manufacturing	11.1%
Non-Durable Goods Manufacturing	5.0%
Trucking & Warehousing	2.3%
Other TCU**	3.4%
Durable Goods Wholesaling	4.5%
Non-Durable Goods Wholesaling	3.0%
Retail Building Materials	0.7%
Food Stores	2.6%
Eating & Drinking Establishments	6.5%
General & Other Retail	8.0%
Finance, Insurance, Real Estate	7.7%
Hotels & Lodging Places	1.0%
Health Services	6.8%
Other Services	18.8%
Government	13.5%
TOTAL	100.0%

*Waste and recyclables not related to construction site activities

** Transportation, Communication, Utilities

2. Describe how you propose to obtain the weight of waste and recyclables of generators. Describe methodology, equipment, person(s) to be contacted for permissions and coordination, and approach to coordination, management and quality control. If methods vary by type of generator, explain each method and describe the generators to which each applies.

3. Describe how you propose to characterize the material composition of waste and recyclables of generators. Describe methodology, equipment, and approach to coordination, management and quality control. If methods vary by type of generator, explain each method and describe the generators to which each applies.

² Such a scheme might be based on land use or building type. The strata might include offices, warehouses, freestanding retail, retail malls, industrial buildings, institutions, restaurants, grocery stores, and so forth.

³ Samples and methods that can be reliably post-stratified on these variables *within the primary strata* are eligible for higher evaluation. See Section IX. Evaluation of Proposals.

4. Describe how you propose to conduct the quarterly surveys of each generator. Describe methodology (for example, telephone, face-to-face, mail back), equipment, and approach to coordination, management and quality control. If methods vary by type of generator, explain each method and describe the generators to which each applies.
5. Describe how you propose to conduct the in-depth surveys of generators. State the number of generators proposed to be surveyed, and describe how they will be selected. Explain your proposed methodology (e.g., telephone, face-to-face; executive interview, focus group), person(s) to be interviewed, and approach to coordination, management, and quality control. If methods vary by type of generator, explain each method and describe the generators to which each applies.
6. Describe how your proposal will resolve the following measurement issues. These descriptions may stand alone, or be incorporated in responses to 1—5 above, as appropriate.
 - (a) *The Many-to-One Problem.* Business generators are often located in multiple user structures such as office buildings or shopping centers where solid waste and/or recycling is centrally managed and collected. Explain how you propose to measure waste generation for individual businesses in this situation.
 - (b) *The Once-Removed Problem.* The generator may have limited or no knowledge or control over waste and/or recycling collection, as when these services are arranged by the building manager or landlord. Explain how you propose to coordinate measurement of individual businesses in this situation.
 - (c) *Methodological Bias.* If your proposed solution involves direct intervention in the generator's waste stream (for example, a "bag & tag" approach), describe how you propose to control for potential changes in behavior due to the generator's knowledge of participation in the study.
 - (d) *Short-Run Variability.* Explain whether your proposed method would be affected by short-run (e.g., weekly) variation in generation or generator characteristics; or if different types of materials are collected at different times and/or at different frequencies. Explain how you propose to identify and control for these effects, if they are an issue.

(e) *Events*. Explain how you propose to recognize and control for unique disposal events that may be commingled with the generator's normal waste (such as debris from a remodeling project), particularly if the sample is so small that such events would dominate results.

- D. Staffing/Project Manager 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. Include resumes of individuals proposed for this contract.

Metro intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with Metro. The consultant must assure responsibility for any subconsultant work and shall be responsible for the day-to-day direction and internal management of the consultant effort.

- E. Experience: List projects conducted over the past five years which involved services similar to the services required here. For each of these other projects, include the name of the customer contact person, his/her title, role on the project, and telephone number. Identify persons on the proposed project team who worked on each of the other projects listed, and their respective roles. Describe the manner in which your firm has gained the minimal qualifications in Section IV.
- F. Cost/Budget: Present the proposed cost of the project and the proposed method of compensation. List hourly rates for personnel assigned to the project, total personnel expenditures, support services, and subconsultant fees (if any). Requested expenses should also be listed. Metro has established a budget not to exceed \$121,000 for this project.
- G. Exceptions and Comments: To facilitate evaluation of proposals, all responding firms will adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough and organized.

VIII. GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. Limitation and 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 waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. Billing Procedures: Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Metro before reimbursement of services can occur. Contractor's invoices shall include an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month. Metro shall pay Contractor within 30 days of receipt of an approved invoice.
- C. 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 any company contacted during the period in which Metro is evaluating the proposal.

IX. EVALUATION OF PROPOSALS

- A. Evaluation Procedure: Proposals received that conform to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of one firm.
- B. Evaluation Criteria: This section provides a description of the criteria which will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFP.

<u>Points</u>	(Sub-allocation of points in parentheses where appropriate.)
5	1. Demonstrated understanding of the project objectives.
30	2. Ability of the proposed approach to meet the stated objectives:
	a. Waste and recyclable quantities linked to generator characteristics (10)
	b. Waste and recyclable material characterization linked to generator characteristics (10)
	c. Proportion of field work that is directly measured, as opposed to estimated or imputed (10).

- 35 3. Project staff experience.
- a. Demonstrated ability to coordinate and manage a large, multifaceted quantitative study or research project (10).
 - b. General solid waste experience in planning, management, operations, processing, collection, or other specified fields (10)
 - c. Specific solid waste experience with waste characterization studies, and/or other types of quantitative field work (10).
 - d. Survey design and administration:
 - i. Using "objective" approaches; e.g., telephone surveys (2).
 - ii. Using "softer" approaches; e.g., executive interviews, focus groups (1).
 - iii. Demonstrated ability to achieve specified completion rates under the specified sampling plan (2).
- 55 4. Budget/Cost Proposal.
- a. Commitment to budget parameters as laid out in proposal (5).
 - b. Commitment to schedule parameters (5).
 - c. Level of commitment to project by key personnel (5).
 - d. Projected cost/benefit of proposed approach (40). The cost/benefit ratio will be based on the number of samples that are proposed for the budget. For purposes of evaluation, the "number of samples" equals: (number of generators proposed for seasonal measurement) times 4, plus: (number of generators proposed for in-depth interviews). The "in-depth" generators must be drawn from the set of "seasonal" generators.
- * 5. Bonus Points.
 A bonus point equal to one-quarter ($\frac{1}{4}$) of an evaluation point will be added for each additional stratum that can be *reliably achieved within the primary strata*. The additional strata eligible for bonus points are: location (minimally, each of the three counties and City of Portland), firm size, and land use/building type. For example, suppose you propose to stratify by 16 industry groups (see section VII.C.1, page 11–12, and Table 5, page 12, of this RFP). If you propose to provide sufficient samples to estimate reliable statistics for three classes of firm size within each industry group (for a total of $3 \times 16 = 48$ strata, or 32 additional strata), then you are eligible for 8 bonus points ($= \frac{1}{4}$ points per stratum X 32 additional strata).

125* **TOTAL POINTS**

* Excludes possible bonus points. See Section IX.B.5 immediately above.

X. NOTICE TO ALL PROPOSERS -- STANDARD AGREEMENT

The attached personal services agreement is a standard agreement approved for use by the Metro Office of General Counsel. This is the contract the successful proposer will enter into with Metro; it is included for your review prior to submitting a proposal.

PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, Oregon 97232, and _____, referred to herein as "Contractor," located at _____.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. **Duration.** This personal services agreement shall be effective on the last signature date below and shall remain in effect until and including June 30, 1997, unless terminated or extended as provided in this Agreement.
2. **Scope of Work.** Contractor shall provide all services and materials specified in the attached "Exhibit A -- Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.
3. **Payment.** Metro shall pay Contractor for services performed and materials delivered in the amount(s), manner and at the time(s) specified in the Scope of Work for a maximum sum not to exceed _____ Dollars (\$ _____).
4. **Insurance.**
 - a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents:
 - (1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations, and product liability. The policy must be endorsed with contractual liability coverage; and
 - (2) Automobile bodily injury and property damage liability insurance.
 - b. Insurance coverage shall be a minimum of \$500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than \$1,000,000.
 - c. Metro, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS. Notice of any material change or policy cancellation shall be provided to Metro 30 days prior to the change or cancellation.
 - d. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide Metro with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as Exhibit B, in lieu of the certificate showing current Workers' Compensation.

e. If required by the Scope of Work, Contractor shall maintain for the duration of this Agreement professional liability insurance covering personal injury and property damage arising from errors, omissions, or malpractice. Coverage shall be in the minimum amount of \$500,000. Contractor shall provide to Metro a certificate of this insurance, and 30 days' advance notice of material change or cancellation.

5. Indemnification. Contractor shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by Metro and for any claims or disputes involving subcontractors.

6. Maintenance of Records. Contractor shall maintain all of its records relating to the Scope of Work on a generally recognized accounting basis and allow Metro the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Contractor for three years after Metro makes final payment and all other pending matters are closed.

7. Ownership of Documents. All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Contractor pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such documents.

8. Project Information. Contractor shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to Metro.

10. Right to Withhold Payments. Metro shall have the right to withhold from payments due to Contractor such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage, or claim which may result from Contractor's performance or failure to perform under this Agreement or the failure of Contractor to make proper payment to any suppliers or subcontractors.

11. State and Federal Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279, and the recycling provisions of ORS 279.545 - 279.650, to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

12. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the state of Oregon and shall be conducted in the circuit court of the state of Oregon, for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

13. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by either party.

14. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by giving Contractor five days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.

15. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

16. Modification. Notwithstanding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be modified in a writing signed by both parties.

METRO

Signature

Signature

Print name and title

Print name and title

Date

Date

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STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 95-2245 FOR THE PURPOSE OF AUTHORIZING RELEASE OF A REQUEST FOR PROPOSALS FOR A MULTI-YEAR STUDY OF COMMERCIAL WASTE GENERATORS AND AUTHORIZING THE EXECUTIVE OFFICER TO ENTER INTO A CONTRACT.

Date: December 19, 1995

Presented by: Debbie Gorham
Douglas Anderson

SUMMARY

In FY 1995-96, Regional Environmental Management has budgeted \$121,000 for study of commercial solid waste generators. The FY 1995-96 Budget appropriates these monies for single-year personal services contracts. Resolution No. 95-2245 allows a multi-year contract for this study. This Staff Report explains why a multi-year (two-year) contract is the most cost-effective means of obtaining the services required. For background, the Staff Report also describes the Generator Survey Project and the proposed Commercial Generator Study. No additional appropriations are requested.

FACTUAL BACKGROUND AND ANALYSIS

In FY 1992-93, Regional Environmental Management began to measure waste generation characteristics of residents of the Portland metropolitan area. To date, surveys of single family generators and multifamily generators have been completed. In FY 1995-96 the third round of surveys is scheduled to begin. This time, commercial generators are proposed for study.

The Generator Survey Project consists of a series of sample surveys that measure waste, recyclables, and characteristics of individual generators. The goal is to provide a consistent and efficient process for monitoring changes in solid waste being generated and disposed in the region. Past surveys have contributed significantly to the Department's forecasting and planning efforts (and in particular, to specification and evaluation of RSWMP alternatives), among other applications.

There is still much to learn about the characteristics of commercial waste generation and related decision-making. The Commercial Generator Study is designed to provide objective measures of recycling and disposal rates by Standard Industrial Classification (SIC) codes. It will determine the relative amounts of waste and recyclables that are self-hauled, collected by commercial waste haulers, and collected by private recycling contractors. An additional project element is designed to reveal the criteria and methods that decision-makers utilize when choosing the level and type of waste reduction policies, recycling, and waste services for their firms.

A preliminary scope of work has been presented to representatives of local jurisdictions for comment on how this project could assist in their efforts to design and implement commercial recycling programs in general, and their Year Six Plans in particular. If Metro proceeds with this study, the information will be invaluable to local jurisdictions in their planning efforts. As an indicator of local support, Metro has received informal commitments of cooperation and assistance from local jurisdictions on this project.

This study will provide the benchmarks and initial data for measuring and monitoring the new Regional Solid Waste Management Plan. It will improve Metro's forecasting abilities by providing richer data than are currently available for linking projections of economic activity with future waste generation. It will guide implementation of regional and local plans for waste reduction and recycling by providing quantitative measures of waste flows, and important information on how decision-makers arrange for recycling and waste services.

This study was originally planned and budgeted to begin in FY 1994-95, and to be completed in FY 1995-96. The FY 1994-95 work was postponed while the Regional Solid Waste Management Plan was being developed, in order to ensure that the study would be consistent with RSWMP reporting schedules, benchmarks, and data requirements. Appropriations in the FY 1995-96 budget consist of two new single-year contracts, in the amounts of \$61,000 (personal services "A" contract appropriation carried over from FY 1994-95) and \$60,000 (new "B" personal services contract).

JUSTIFICATION FOR MULTI-YEAR CONTRACT

This project requires more than one year to complete. It consists of three general phases: start-up, field work, and completion activities. The field work alone takes one calendar year because each participating business in the study must be visited each quarter in order to measure seasonal effects. Additional time is required for the start-up and completion activities.

Considerable time and expense is involved in the start-up phase. The start-up work would be duplicated if this project were awarded to different contractors, as might be the case if the project is covered by two RFPs for separate single-year contracts. Accordingly, a multi-year (two-year) contract would ensure that start-up investments are incurred only once, and the balance invested in a larger sample during the field work phase.

BUDGET IMPACT

This project is budgeted at \$121,000 in the adopted FY 1995-96 Budget, consisting of:

FY 1994-95 carryover:	\$61,000
Budgeted for FY 1995-96:	\$60,000
Total:	\$121,000

Approximately 25% of the \$121,000, or \$30,000, is expected to be spent during FY 1995-96. The balance of \$91,000 will be spent in FY 1996-97. The \$91,000 balance will be carried over from FY 1995-96 to FY 1996-97. Accordingly, no new appropriations above the current budget level will be required in FY 1996-97.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 95-2245.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 95-2245.

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REGIONAL ENVIRONMENTAL MANAGEMENT COMMITTEE REPORT

CONSIDERATION OF RESOLUTION NO. 95-2245, FOR THE PURPOSE OF AUTHORIZING RELEASE OF A REQUEST FOR PROPOSALS FOR A MULTI-YEAR STUDY OF COMMERCIAL WASTE GENERATORS AND AUTHORIZING THE EXECUTIVE OFFICER TO ENTER INTO A CONTRACT

Date: December 20, 1995

Presented by: Councilor McLain

Committee Recommendation: At the December 19 meeting, the Committee voted unanimously to recommend Council adoption of Resolution No. 95-2245. Voting in favor: Councilors Kvistad, McFarland and McLain.

Committee Issues/Discussion: Doug Anderson, Regional Environmental Management Program Supervisor, presented the staff report and reviewed the purpose of the resolution. Anderson noted that the resolution would authorize the release of a request for proposals for a contract to survey the disposal, waste reduction and recycling habits of commercial businesses throughout the metropolitan area. Metro initiated its survey program in 1992. To date, residential and multi-family surveys have been completed.

Anderson explained that the large scale waste characterization study conducted every five years provides excellent general data about the overall wastestream and how it is changing. But it provides little data by type of disposer or recycling habits. Anderson indicated that the data gathered in the proposed survey will be used in several ways. First, it will provide baseline data concerning commercial business disposal and recycling. This data can be used to structure programs targetting this sector as provided in the recently adopted Regional Solid Waste Management Plan. In addition, Metro and local jurisdictions can use the data to help assess the effectiveness of these programs. Anderson indicated that the data also will assist Metro in refining its tonnage forecasting model.

Anderson indicated that the proposed contract will be a multiyear contract. He noted that it is necessary for the survey work to be conducted for an entire year to permit the evaluation of seasonal fluctuations. It is anticipated that work under the contract will begin in the spring of 1996 and end in April or May of 1997. The cost of the survey will be up to \$121,000. This amount is larger than the cost of the residential (\$80,000) and multi-family (\$60,000) surveys because of the large number and types of commercial generators.

Councilor McLain noted that it is important to get "buy-in" and participation from local jurisdictions and to insure that the survey is regional in scope. Anderson responded that the resolution and proposed survey had been reviewed by the local government recycling coordinators.