BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING RFP NO. 95R-17B REM FOR PHASE II COMMERCIAL FOOD WASTE COLLECTION AND PROCESSING AND AUTHORIZING THE EXECUTIVE OFFICER TO ENTER INTO A CONTRACT(S)	))))))	RESOLUTION NO. 96-2296A Introduced by Mike Burton Executive Officer

WHEREAS, Resolution No. 94-1915A directs staff to revise the Regional Solid Waste Management Plan and Metro Code to include new options for managing organic waste in the region; and

WHEREAS, A public process composed of a series of workshops, meetings and a regional conference were conducted to examine new options for managing organic waste in the Metro region, whose participants included waste generators, waste haulers, waste processors, business leaders, government officials and other interested parties; and

WHEREAS, Key recommendations from the public workshops, meetings and organic waste management conference include conducting a food waste collection and processing project that focuses on recovering source separated organics from commercial food-related businesses; and

WHEREAS, The Regional Solid Waste Management Plan adopted by the Metro Council (Ordinance 95-624) on November 30, 1995, in continuing to recognize and support the state hierarchy (ORS 459.015) for managing solid waste, specifies landfilling as the least preferred option; and

WHEREAS, The Regional Solid Waste Management Plan contains recommended solid waste management practices to test, demonstrate and implement programs for recovering food waste from food-related businesses in an environmentally sound and publicly acceptable manner.

WHEREAS, The region may benefit from a potential cost savings if less expensive alternatives to landfilling organic waste can be developed; and

WHEREAS, Processing organic waste produces environmentally beneficial products; and

WHEREAS, It is in Metro's best interest to utilize a request for proposals to obtain the innovative foodwaste collection and processing services requested in RFP 95R-17B-REM; and

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

BE IT RESOLVED,

1. The Metro Council authorizes issuance of RFP #95R-17B-REM attached as Exhibit A, and authorizes the Executive Officer to enter into a contract(s) arising from the RFP.

ADOPTED by the Metro Council this 14th day of March, 1996.

Jon Kvistad, Presiding Officer

Approved as to Form:

Daniel B. Cooper, General Counsel

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REQUEST FOR PROPOSALS
for

Phase II

Commercial Food Waste Collection and Processing

RFP # 95R-17B-REM

Metro
Regional Environmental Management Department
600 NE Grand Avenue
Portland, OR 97232

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REQUEST FOR PROPOSALS

Phase II
Commercial Food Waste Collection and Processing

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 provide commercial pre-consumer vegetative food waste collection and processing services (RFP #95R-17B-REM). Proposals will be due no later than 4:00 p.m., Friday, April 19, 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. BACKGROUND/HISTORY OF PROJECT

According to the 1993/94 Metro Waste Characterization Study, approximately 200,000 tons of food waste and 60,000 tons of non-recyclable paper were delivered to the region's disposal facilities during the year-long study period. This waste will be described as "food waste" throughout this Phase II RFP. There are currently no significant on-site or post-collection recovery programs in place to divert these materials from the landfill. The Regional Solid Waste Management Plan, which gives the metropolitan region direction for meeting solid waste needs during the next decade (1995-2005), identifies source-separated organic waste recovery as an important program element that will bring the region closer to its 53% recycling goal by 2005.

In 1993/94 Metro conducted a series of public workshops to help develop a regional organic waste management strategy. The participants targeted composting pre-segregated food wastes from the commercial sector as a viable part of the overall strategy. This approach is valuable because it not only diverts waste from the landfill but converts it to a useful end product. In August 1995, a work group of Metro staff was formed to ascertain what elements are necessary to ensure the success of a food waste recovery system. This RFP is a result of the work group recommendations.

Currently, the Metro region diverts almost 100,000 tons a year of yard debris from the landfill, creating valuable soil products from it. Processing food waste is the next logical step to removing even more organic material from the wastestream. In fact, estimates predict that recovering food wastes and non-recyclable paper can be done in the long-term that is equal-to or lower cost than collecting, transferring and landfilling waste. This has been proven in many areas of the country where food waste composting has already begun. It should be possible to economically recover food waste in the Metro region as well. The information obtained from this project will help Metro, local governments, food businesses, waste collectors, and food waste processors determine how they can best work together to implement organic waste recovery programs that are cost effective, environmentally sound, and publicly acceptable.

III. PROJECT OVERVIEW

The overall purpose of the project is to test the collection and recovery of commercial pre-consumer vegetative food waste (excluding meat, dairy products, greases and fats) from food-related businesses as an alternative to the current practice of landfilling. Pre-consumer means food which has not been served to or purchased by the public. Examples include: food waste from the preparation of meals in a restaurant, spoiled or past-dated food from a grocery store; waste from a food warehouse, or processing residual from a food plant/facility.

This project is expected to help establish an economically viable and self-sustaining food waste recovery system that will help the region meet its waste recovery goals, without using flow control. This could be the first step toward establishing a comprehensive system that could process all food waste regardless of type or origin. The project will be completed through partnerships between Metro, local governments, DEQ, and private industry who will identify opportunities and remove barriers that prevent the food waste recovery system from developing.

This RFP is the second phase of a two phased proposal process. Responses to this RFP can only be made by those who submitted a proposal in response to the Phase I RFP (RFP # 95R-17A-REM) which was issued in November 1995. The Phase II RFP follows the same format as the Phase I RFP with proposers being asked to answer questions and provide specific information in a predetermined format. The categories of information requested for Phase II are the same as in Phase I, but more detail is required. Based on results from the Phase I RFP process, alternative processing proposals for type of feedstock, volumes and processing timeframe will be considered for the pilot project.

Proposers must also be able to provide collection and processing service whereas Phase I proposers could provide either or both services. Proposers who only provided one part of the project in Phase I, collecting or processing, will need to team with another firm to provide a complete food waste management system for Phase II. If one part of a Phase 1 proposal was not acceptable the proposer may want to consider teaming with another Phase I proposer to submit a Phase II proposal.

Metro may award contracts for more than one demonstration project, if funding allows. Each contract needs to include both collection and processing services for the projects. More than one collector can provide collection services for a processor. A collector can also submit a proposal with more than one processor. The contract will contain the appropriate requirements for both collection and processing operations. These requirements will likely include extensive conditions to ensure proper health and safety during the demonstration project with the opportunity to check incoming waste and dispose of it at a transfer station if Metro, local governments or DEQ deem it necessary. It may also include provisions for immediate removal of material from the processing site for disposal at a transfer station.

The successful project team will be expected to collect and process at least 1,000 tons of preconsumer vegetative waste (excluding meat and dairy products, grease and oils) from food warehouses, grocery stores and restaurants over a period of eight months. Non-recyclable paper may be included if it is acceptable for the process. The proposer may propose to handle more waste over a similar period of time. If a proposer believes that they can process a more diverse mix of food waste while meeting the other project parameters, they may propose to do so as an alternative

proposal. The total period of the pilot study shall not exceed 12 months. The successful proposer will be responsible for obtaining the food waste and any bulking agent required by the process.

Metro has allocated $175,000, for this demonstration. This money is intended to defray the extraordinary costs associated with a small scale project and the costs associated with meeting Metro, local government, and DEQ data requirements. These requirements include reporting, monitoring and testing as described in this RFP. Metro does not make a financial commitment to the successful food waste collector and processor team beyond the term of this project. Therefore, proposals that appear to be economically viable and self-sustaining in long-term operations, will be viewed more favorably than those that require long-term subsidy.

IV. PROJECT DESCRIPTION

A. Collection

This project requires the participation of a Metro area collection firm permitted by the local government to collect pre-segregated food waste in their jurisdiction. Food waste will be collected from food related businesses (e.g., grocery stores, restaurants, food processors) and delivered to a designated processing site. A Metro Transfer Station could potentially be used to reload and consolidate food waste for transport to a processing site. The condition for using a Metro Transfer Station as a reload are included in Attachment 1.

The successful proposer must have a sufficient number of food related businesses on their hauling routes that will be willing to participate in this project. It is expected that the most economical collection routes would receive waste from businesses that are clustered within a relatively concentrated geographical area. However, the collector will determine which businessses will be included in this pilot project. The clusters of businesses are analogous to "urban centers" which are hubs for provision of goods and services in the Metro region. Urban centers are a key focus of Metro's Region 2040 growth concept. This food waste trial supports the objective of the 2040 growth concept.

Metro and local governments will, upon request from the successful proposer, assist in establishing a program for the participating businesses to source-separate food wastes. Metro and local governments would work closely with the participating businesses and waste hauler to: 1) develop in-house separation and collection methods; 2) provide informational material; and, 3) provide in-house training and follow-up to ensure separation efficiencies and minimize contaminants to the food and paper wastes. These wastes will be limited to pre-consumer vegetative material (excluding meat, dairy products, greases and fats) and non-recyclable paper depending on the needs of the processor with whom the collector is teamed. The food and paper wastes must be presegregated from other waste by the participating businesses and collected by the hauler on a regularly scheduled basis for the duration of this project. The organic wastes (e.g., vegetative food waste, and bulking agent such as non-recyclable paper, and yard debris) may be collected together if they meet the processors requirements and they can be managed together on the generation and processing site.

B. Processing

A wide variety of methods exist for processing the organic fraction of the wastestream. These processes range from windrow composting to producing electricity from methane generated by anaerobic digestion of the organic matter. Metro is interested in processes which are economically viable in the long-term. At this time, Metro does not expect to be able to guarantee flow to an organics processing facility. However, Metro is willing to explore other contractual arrangements with the hauler and processor in order to facilitate a food waste recovery system.

An appropriate site for the processing facility will be critical to the success of this project. While different processes will have different siting requirements, no processing proposal will be accepted unless a specific processing site is identified. This site must be appropriate for the particular process proposed. The selected proposal(s) will be required to obtain full permitting of the site. If the site can not be permitted, the contract for this pilot project will be terminated. The proposer must also determine how odors and other nuisance conditions will be controlled at the processing site. All proposers must keep in mind that this material is classified as a solid waste. In addition to local government land use permits, building and other permits, the proposed site will be required to meet all applicable Metro regulatory requirements and obtain all applicable Department of Environmental Quality (DEQ) permits.

V. PROPOSAL SUBMITTAL QUESTIONS

Proposers are required to answer all of the questions and provide all of the information requested in this section. Proposals must follow the format and sequence of this section.

A. Collection

A1. Describe your current collection operations.

- Where do you currently collect waste?
- Where are you franchised?
- Will you be collecting waste from areas that are beyond your current collection area? (If so, include a Letter of Approval from the new jurisdiction(s) and agreement with the franchised hauler in the area(s))

A2. Describe how you will get businesses to participate in the proposed food waste collection program.

- How will you work with generators to set up a food waste separation program?
- How will you get them to use the program?
- What monitoring and continuing education will you provide?

A3. What type of recycling programs have you set up for businesses in the past?

A3.1 Describe other programs or experience you have in setting up programs involving source-separated organics.

A4. Describe your proposed collection method.

- Describe the equipment to be used by the customer (types and size of containers, and location.)
- Describe your collection equipment and how you will prevent liquids from leaking out of the collection vehicle. Do you propose any modifications to your collection truck?
- What will be the frequency of food waste collection?
- What are the biggest problems you anticipate facing with your proposed collection method and how will you address them?
- Describe incentives to ensure customer participation.

A5. List on form A the customers that you will target for participation in this pilot project. Include a letter from each customer stating their willingness to participate in the project. If you consider your customer information to be ***confidential,*** mask the identities of the name of the business on Form A of your proposal. Retain an unmasked copy of Form A at your offices where it can be reviewed by the evaluation committee upon request.

A6. Itemize the capital and operating cost on Form B1 for collecting food waste in the pilot project. Indicate the level of funding required from Metro for the project. Metro wants each collector to itemize the capital and operating costs on Form B2 for collecting food waste in the pilot project and delivering it to the transfer station. The hauler could be directed to do this in the event of temporary site closure or to test reloading of food waste for delivery to a processor.

B. Processing

B.1 Site

B1.1 Provide the following information about the proposed food waste processing site.

- Address and tax lot(s).
- Size (acres) and configuration.
- Zoning and existing land use permits.
- Permits/licenses that you need to participate in this project. Indicate the status of the permits/licenses and the schedule for obtaining all of them. Attach any applicable permit/license documents.
- Attach a completed DEQ Land Use Compatibility Statement (Form C) for the proposed project. The form must be completed and signed by both the applicant and the local government planning department.
- Ownership. (Attach a statement from the land owner allowing use of the site for the project.)

- Describe, in detail, the existing site conditions and current use of the property (please include photographs of the proposed site).
- Attach a location map showing the site's location relative to the Metro region.

B1.2 Provide the following information about the area surrounding the proposed food waste processing site:

- Describe adjacent land uses.
- Describe why you believe that the site is suitable for this project.
- Provide a vicinity map showing current land use for at least a one mile radius from the site. Show the distance to the nearest residence, business or public facility, major access routes, and nearby environmentally sensitive areas. Show the prevailing wind direction.

B1.3 Provide a site plan showing the location of the proposed operations at a scale no smaller than one-inch equals 100 feet. Distinguish between existing elements and proposed elements that will be constructed as part of this project. The following must be provided:

- A schematic drawing of the site and facilities showing layout and general dimensions of all proposed processes to be utilized in the processing of food waste and in the production of a final product, including but not limited to: delivery access and mixing area, staging, equipment storage, processing, curing and final product storage area.
- The location of all buildings and any other pertinent location data with respect to the operation of the proposed facility (i.e., utilities, water supply and capacity, fencing, access roads, paved areas, etc.).
- The drainage patterns of the proposed site and surrounding areas. At a minimum, the direction of both on-site and off-site drainage, as well as the location of any ditches, swales, berms, paving or structures that exist or will be constructed to control runoff and leachate generated by the operation.
- Describe, in writing, all improvements and modifications required to conduct food waste processing on the site.

B2. PROPOSED PROCESS

Since this pilot project is expected to lead to a long-term food waste processing operation, questions will be asked about processing in the pilot project and long-term operations. Please answer both sets of questions.

B2.1 PILOT PROJECT

B2.1.1 Provide the following information about the proposed methods and equipment that will be used to process the food waste in the pilot

project. (Describe the proposed process.) The narrative should be written to follow a load of food waste through the entire process; from its delivery to the site, though the processing equipment and processing areas, to storage and delivery of the final product. The narrative should reference the process flow diagram and site map to add clarity. Indicate the time for each step

B2.1.2 Describe food waste requirements. What type and quality of food waste or other currently non-recyclable organic materials will be acceptable in your proposed process?

- What quantity of food waste or other currently non-recycled organic materials will you process during this project?. Indicate the size of loads you will receive and the regularity of delivery required to make this a continuous operation during the pilot.
- List the contaminates that you expect to arrive with the food waste, and how these will affect operations, and how they will be removed and where they will be disposed.

B2.1.3 Describe bulking agent requirements

- What type and quality of bulking agent will you need to process the food waste? Is preprocessing required to make it acceptable to the process. Also describe unacceptable contaminants and how they will be dealt with if they arrive on-site.
- What quantity of bulking agent will you need to process the proposed amount of food waste? Indicate the size of loads you will receive and the regularity of delivery required to make this a continuous operation during the pilot. If a greater quantity of bulking agent is required than you anticipate, is it available and in what quantities? How will you store the bulking agent?
- What is the source of bulking agent and how will it be delivered to the processing site?.
- What is the proposed ratio of food waste to bulking agent? Discuss how you determined the quantities.

B2.1.4 Describe the methods that will be used to control and monitor the process. (See Attachment 2-Process monitoring and Reporting Requirements.)

- How will you control and monitor each stage of the process, including material receipt and storage, size reduction and/or mixing, processing, and, final product production and storage?
- Describe each monitoring procedure and/or test, the reason for selecting it, the acceptable range of results and corrective action to be taken if the process is out of the acceptable range.

- How will the proposed process ensure destruction of pathogens and weed seeds?

B2.1.5 Process equipment. List all major equipment used in the process. Include its size, manufacturer, whether it is new or existing and if it will be used exclusively for this pilot. Reference the process flow diagram and site layout drawing as needed.

- What are the utility and enclosure requirements for the process?
- How will equipment breakdowns affect the pilot project and how will the process be affected until the equipment is brought back into service? include a maintenance schedule.

B2.1.6 End products (See Attachment 3 - Product Quality Standards)

- List types of end products produced, the size of the target markets for each, and the value of the end products.
- How will the end products be marketed and sold?

B2.1.7 Odor control

- How will you reduce or avoid generating odors and how the odors produced will be controlled, (i.e., processing controls and monitoring, biofilter, enclosed building, rural location)?
- What measures will be taken if odors are not controlled by the proposed process?
- How will you work with the surrounding community if they complain about odors?

B2.1.8 Nuisance Controls. Describe the proposed means of controlling:

- insects, birds and animals
- noise
- dust and airborne particles
- What measures will be taken if the nuisances are not controlled by the proposed process?
- How will you work with the surrounding community if they complain about nuisances?

B2.1.9 Environmental Controls.

- Describe methods for handling leachate from both delivered feedstocks and generated from the processing method. Include how the leachate will be collected, treated, reused or disposed.

- Describe methods that divert precipitation run-on around the processing site, and methods to control the run-off from the facility resulting from precipitation.

B2.1.10 What is the expected tipping fee for the trial project?

B2.1.11 Provide a narrative description of how you propose for this project to be funded. How much through tip fees and how much financial assistance from Metro?

B2.1.12 Itemize the capital and operating cost on form D for processing food waste in the pilot project list the support required from Metro for the project.

B3. PILOT PROJECT OPERATING PARAMETERS

B3.1 Complete the schedule (form E) to show how soon you can begin to process the food waste once a pilot project contract is signed including permitting, procurement, construction and startup.

B3.2 Who will be in charge of the project? List their experience as it relates to the pilot project.

- Site manager, (the person on-site during the pilot project).
- Project manager (if different from site manager).
- Technical expert, (if different from site manager or project manager)

B3.3 Describe the company's experience as it relates to this pilot project.

- Other food waste recovery and processing projects similar to this pilot. Describe the start date, process used, costs, and current status of the operation (if it is no longer in operation, describe why).
- Work in related areas.
-

B4. LONG-TERM OPERATIONS

B4.1 Describe the differences between the pilot program and a long term operation. What aspects would change? Remain the same?

B4.2 Describe the required changes needed to transition from the pilot scale operation to full scale operations.

- Changes to the site.
- Changes to the equipment.
- Changes to the process.

B4.3 What is the expected tipping fee for long term operations? Itemize the capital and operating cost on form Ffor collecting and processing food waste in a long term operation.

VI. SCHEDULE

Issue Phase I RFP	Nov. 95
Review Phase I proposals (involve local government work group)	Jan. 96
* Project Check Point: Verify Feasibility	
Identify those eligible to propose Phase II	Jan. - Mar. 96
Develop Phase II RFP	Feb. 96
Review Phase II RFP with Metro management, SWAC, Metro Councilors, local government work group, DEQ and potential proposers. Get input.	Feb. 96
Issue Phase II RFP	Mar. 96
* Project Check Point: Verify Feasibility	
Award Phase II RFP	May 96
Begin accepting food waste	Jul. - Aug. 96
Complete Pilot Project	Jun. 97
Assess feasibility of food waste recovery in the region (local governments, DEQ, Metro). Report with recommendations.	Sept. - Oct. 97

VII. PAYMENT

Payment terms are dependent on the selected proposal(s). (Initial payment before July 1996 should be less than $25,000.)

VIII. PROJECT ADMINISTRATION

Metro's project manager and contact for this project is Jim Goddard, in the Waste Reduction & Planning Services Division of Metro's Regional Environmental Management Department.

Metro intends to award contract(s) to one or more contractor(s) after completion of the Phase II RFP process for one or more pilot projects. The contractor(s) will assume responsibility for any/all subcontractor work, as well as the day-to-day direction and internal management of the project, unless otherwise specified in this RFP or otherwise agreed upon in the actual contract(s).

IX. PROPOSAL INSTRUCTIONS

A. Submission of Proposals

Five (5) copies of the proposal shall be furnished to Metro, addressed to:

Jim Goddard
Metro Regional Environmental Management Department
600 NE Grand Avenue
Portland, OR 97232-2736

B. Deadline

Proposals will not be considered if received after 4:00 p.m., April 19, 1996

C. RFP as Basis for Proposals

This Request for Proposals represents the most definitive statement Metro will make concerning the information upon that Proposals are to be based. Any verbal information that 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 Jim Goddard at (503) 797-1677. Any questions, that 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 Friday, April 5, 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

Metro and its contractors will not discriminate against any person or firm based on race, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status.

Metro extends equal opportunity to all persons and specifically encourages disadvantaged, minority, and women-owned businesses to access and participate in this and all Metro projects, programs, and services.

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, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

X. PROPOSAL CONTENTS

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. The following are proposal requirements to ensure that they are concise and provide only the requested information.

The total submittal for the Phase II proposal will consist of the responses to the questions and the information requested in section V of this Request for Proposals, A cover letter signed by an officer of the proposing company will also be included. Additional information will not be considered during the review of the proposals. An electronic version of Section V is available from Metro upon request.

XI. 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 one hundred and twenty (120) 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 that Metro is evaluating the proposal.

D. Conflict of Interest

A Proposer filing a proposal thereby certifies that no officer, agent, or employee of Metro or Metro has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of Metro; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

XII. EVALUATION OF PROPOSALS

Phase II proposal evaluation will be performed by a team of Metro, local government and DEQ staff. (NOTE: Scores from Phase I RFP will not have a bearing on Phase II evaluations).

FOOD WASTE COLLECTION

10% Suitability of Existing Customer Base

- Number and type of businesses in geographically concentrated areas.
- Potential quantity and quality of feedstock.

10% Type of Equipment

- Suitability, new or proposed modifications.

10% Approach and understanding of project objectives

- Previous experience with business recycling programs.
- Ability to work with the targeted businesses and secure their participation.

FOOD WASTE PROCESSING

30% Site

- Appropriate location, ability to secure all necessary permits in a timely manner (e.g., land use, DEQ), existing and proposed on-site and off-site conditions for project.

25% Proposed Process

- Overall soundness of proposed processing system
- Appropriate feedstock requirements and sources
- Appropriate and effective odor and environmental controls
- Reasonable processing costs and tipping fee
- Ability to transition pilot project into long-term operations
- Ability to produce and market end product

15% Pilot Project Operating Parameters

- Experience and ability to implement and follow through on proposal

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FORM A -- PROPOSED CUSTOMER BASE - FOOD WASTE COLLECTION

Name of Business	Proposed collection method and frequency EXAMPLE: 1 20 yard compacted drop-box per week				Estimated Volume and Description of Vegetative Waste Per Week EXAMPLE: ½ of drop-box is food waste (mixed produce, paper)
	Drop Box	Compacted Drop Box	Container	Other	
Grocery Stores					
Restaurants					
Food Warehouses/Distributors					
Food Processors					
...					

FORM B1 -- COLLECTION CAPITAL AND OPERATING COSTS FOR DIRECT DELIVERY TO THE PROCESSING SITE

	Total Cost	Metro Support
Capital Costs		
Collection		
Vehicle		
Containers		
Educational Materials		
Other		
TOTAL CAPITAL COSTS		
Operating Costs		
Collection		
Labor		
Fuel, Tires, etc.		
Miscellaneous		
TOTAL OPERATING COSTS		
TOTAL CAPITAL AND OPERATING COSTS		

FORM B2 -- COLLECTION CAPITAL AND OPERATING COSTS FOR DELIVERY TO A METRO TRANSFER STATION

	Total Cost	Metro Support
Capital Costs		
Collection		
Vehicle		
Containers		
Educational Materials		
Other		
TOTAL CAPITAL COSTS		
Operating Costs		
Collection		
Labor		
Fuel, Tires, etc.		
Miscellaneous		
TOTAL OPERATING COSTS		
TOTAL CAPITAL AND OPERATING COSTS		

FORM C -- DEPARTMENT OF ENVIRONMENTAL QUALITY
LAND USE COMPATIBILITY STATEMENT (LUCS)

WHAT IS A LUCS? The LUCS is the process DEQ uses to determine that DEQ permits and other approvals that affect land use are consistent with the local government comprehensive plan.

WHY IS A LUCS REQUIRED? Oregon law requires that state agency activities related to land use be consistent with local comprehensive plans. DEQ Division 18 administrative rules identify agency actions-that are defined as programs affecting land use. These programs must have a process for determining local plan consistency.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all DEQ permits, some general permits, and certain approvals of plans or related activities that affect land use. These activities are listed in this form. In cases where a source needs more than one DEQ permit or approval, a single LUCS may be used.

A permit modification requires a LUCS when:
- there is a physical expansion on the property or the use of additional land is proposed
- there is a significant increase in discharges to water
- there is a relocation of an outfall outside of the source property, or
- there is any physical change or change of operation of an air pollutant source that results In a net significant emission rate increase as defined in OAR 340-28-110.

A permit renewal requires a LUCS if one has not previously been submitted, or if one of the above four permit modification factors apply.

HOW TO COMPLETE A LUCS:
- The LUCS form is included in the DEQ permit application or approval packet.
- Applicant fills out Section 1 of the LUCS and then submits it to the city or county planning office.
- The local planning office determines if the business or facility meets all local planning requirements.
- The local planning office must attach written findings of fact for local reviews or other necessary planning approvals that are required of the applicant.
- The applicant includes the completed LUCS and attachments with the permit application or approval submittal.

WHERE TO GET HELP: Questions on the LUCS are to be directed to region staff responsible for processing the source permit or other approval application or, to Management Services Division at 800-452-4011 or (503) 229-6408.

SECTION 1 - TO BE FILLED OUT BY APPLICANT

1. Name of applicant _____ Contact person _____

Telephone _____

Mailing address. Location address:

_____ _____

_____ _____

_____ _____

_____ _____

Tax Acct. # _____ Tax Lot # _____ Township _____ Range _____ Section _____
Latitude _____ Longitude _____

2. Describe type of business or facility and the services or products provided:

_____

_____

_____

_____

3. Circle the type of DEQ permits or approvals being applied for at this time:

Air Notice of Const.	SW Disp/Auth Permit	Fed. Permit WQ Cert.
Air Discharge Permit*	Waste Tire Storage Permit	WQ NPDES/WPCF Permit**
Title V Air Permit	HW/PCB Storage/Trmt/Disch Permit	WQ Stormwater General Permit
Air Indirect Source Permit	Pollution Control Bond Request	Wastewater/Sewer Facility Plan***
Parking/Traffic Circ. Plan	Wastewater Revolving Loan Request	Other WQ General Permit # ___****

** excluding Portable facility permits* ***for on-site const-installation permits use DEQ form F:\WLANDUSE.OSS*
****includes review of plan changes that require use of new land* *****general permits 600, 700, 1200CA and 1500 are exempt*

4. This application is for a: new permit ____ permit renewal _____ permit modification _____ other _____

SECTION 2 - TO BE FILLED OUT BY CITY OR COUNTY PLANNING OFFICIAL

5. The facility proposal is located: _____ inside city limits _____ inside UGB _____ outside UGB

6. Name of city or county that has land use jurisdiction*: _____
**jurisdiction means the legal entity that is responsible for land use decisions for the subject property or land use.*

7. The business or facility complies with all applicable local land use requirements: ____ yes ____ no

7a. List all local reviews or approvals that were required of the applicant before the LUCS consistency was determined (This *does not include past requirements that do not relate to the pending DEQ permit request.):*

_____
_____
_____
_____
_____

7b. If no, identify reasons for noncompliance or list requirement(s) that the applicant must comply with before LUCS consistency can be determined:

_____
_____
_____
_____
_____

7c. Is local government currently processing remaining requirements to attain LUCS consistency: ____ yes ____ no Anticipated date of decision _____

7d. Is a public notice and hearing required? ____ yes ____ no hearing date _____

8. Planning official reviewer's telephone number: _____

SIGNATURES

_____ _____ Title _____ Date _____
Planning official (print planning official's name)

_____ _____ Title _____ Date _____
Planning official (print planning official's name)
(depending upon city/county agreement on jurisdiction outside city limits but within UGB)

ATTENTION: A LUCS approval cannot be accepted by DEQ until all local requirements have been met. Written findings of fact for all local decisions addressed under 7 through 7b must be attached to the LUCS.

FORM D -- PROCESSING CAPITAL AND OPERATING COSTS

	Total Cost	Metro Support
Capital Costs		
Process		
Design and Engineering		
Permits		
Site Improvements		
Process Equipment		
Rolling Stock		
Other		
TOTAL CAPITAL COSTS		
Operating Costs		
Process		
Labor		
Utilities, Fuel, etc.		
Supplies		
Bulking Agent		
Testing and Misc.		
TOTAL OPERATING COSTS		
TOTAL CAPITAL AND OPERATING COSTS		

FORM E -- SCHEDULE FOR PILOT PROJECT

	1996								1997					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
AWARD OF CONTRACT														
Processing														
• Land use permit														
• DEQ permit														
• Site modifications														
• Metro franchise														
• Equipment purchase/modifications														
• Initiate operations														
• Full pilot project operations														

	1996								1997					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Collection														
• Equipment purchase/modifications														
• Establish collection system in buisness														
• Begin initial food collection														
• Full pilot project operations														

FORM F-- LONG-TERM PROCESSING AND COLLECTION CAPITAL AND OPERATING COSTS

	Total Cost
Capital Costs	
Process	
Design and Engineering	
Permits	
Site Improvements	
Process Equipment	
Rolling Stock	
Other	
Subtotal Process	
Collection	
Vehicle	
Containers	
Educational Materials	
Other	
Subtotal Collection	
TOTAL CAPITAL COSTS	

Operating Costs	
Process	
Labor	
Utilities, Fuel, etc.	
Supplies	
Bulking Agent	
Testing and Misc.	
Subtotal Process	
Collection	
Labor	
Fuel, Tires, etc.	
Miscellaneous	
Subtotal Collection	
TOTAL OPERATING COSTS	

TOTAL CAPITAL AND OPERATING COSTS _____

ATTACHMENT1
CONDITIONS FOR USING A METRO TRANSFER STATION

Metro Central Transfer Station

If Metro Central Transfer Station is proposed for use as a reload facility for this demonstration project, the following conditions will apply:

1. Haulers will deliver source separated loads of food waste to Metro Central Transfer Station during normal operating hours. The loads will be tipped per the directions of the transfer station operator.

2. The processor will provide equipment and labor for transporting food waste from Metro Central to the processor's site. Final arrangements need to be made directly with the transfer station operator. The maximum loading height of the transfer equipment will be 12 feet from the transfer station floor.

3. The transfer station operator will provide space at the transfer station for the reload operation plus the equipment and labor required to reload the food waste into the transportation equipment provided by the processor. The price for this item will be set at $5.00 per ton for the term of the food waste collection and processing contract.

4. The processor will make arrangements with the hauler to recover the cost of transporting reloaded food waste from the transfer station to the processing site and for the tipping fee at the processing site. Metro will deduct the reload cost from the food waste collection and processing contract and make payment to the transfer station operator for the reload operation.

5. If a load of food waste received at the transfer station is deemed to be inappropriate to send to the processing site, it will be disposed at a fee of $75 per ton. If the transfer station is not used, Metro reserves the right to reject any inappropriate loads that arrive at the processors site and have them disposed at a Metro Transfer Station at a cost of $75 per ton.

Metro South Transfer Station

If Metro South Transfer Station is proposed for use as a reload facility for this demonstration project, the following conditions apply:

1. Haulers will deliver source-separated loads of food waste to Metro South Transfer Station from station opening until 8:00 a.m., or after 2:00 p.m. until station closing. Loads will be tipped per directions of the transfer station operator.

2. The processor will provide equipment and labor for transporting food waste from Metro South to the processor's site. Final arrangements need to made directly with the transfer station operator. Maximum loading height for transfer equipment will be 12 feet from the transfer station floor.

3. Transfer station operator will provide a space at the transfer station for the reload operation plus equipment and labor required to reload the food waste into the transportation equipment provided by the processor. The price for this item will be set at $5.00 per ton for the term of the food waste collection and processing contract.

4. The processor will make arrangements with the hauler to recover the cost of transporting reloaded food waste from the transfer station to the processing site and for the tipping fee at the processing site. Metro will deduct the reload cost from the food waste collection and processing contract, and make payment to the transfer station operator for the reload operation.

5. If a load of food waste received at the transfer station is deemed to be inappropriate to send to the processing site, it will be disposed at a fee of $75.00 per ton. If the transfer station is not used, Metro reserves the right to reject any inappropriate loads that arrive at the processing site and dispose of it at a Metro transfer station at a cost of $75.00 per ton.

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ATTACHMENT 2 - PROCESS MONITORING AND REPORTING REQUIREMENTS

PROCESS MONITORING

Proposals must contain a draft schedule and description of the proposed process monitoring procedures. The process monitoring methods will be dependent on the proposed processing technique.

The successful proposer will be responsible for developing a process monitoring schedule and conducting a process monitoring program. Process monitoring provides the means to assess processing conditions and determine the need for activities such as air flow adjustments, water addition, and pile turning. Note that Metro may independently perform (not part of this contract) a number of baseline feedstock tests and final product quality tests.

Process Monitoring Program - The process monitoring program will entail the collection of field and laboratory data throughout the project.

A **Submittal:** Proposers must provide a description of the process monitoring, laboratory and recordkeeping activities to be performed, including frequency, equipment to be used, and monitoring locations. For example, a composting operation would describe how the process monitoring plan and schedule will address the following parameters:

- Temperature
- Oxygen concentration
- Bulk density (lbs/CY)
- Leachate generation
- Moisture content
- pH
- Aeration rate
- Odor generation
- Nuisance pests
- Qualitive parameters: odor, color, texture

B. Testing and Sampling Plan - The successful proposer will: 1) develop and implement a plan to define methods and procedures for sample testing, and 2) obtain and test representative samples, use data for process control, plan for contingencies, and document process flow.

The number, size, type, and frequency of samples taken will be determined by testing needs. Sampling will be more frequent during facility start-up as operating personnel learn how to control the process and to demonstrate successful compliance with operating, contractual, and regulatory requirements.

Sampling Plan

The successful proposer will be required to submit for Metro review and approval, a sampling plan that describes the following:

1) Qualifications of persons performing sampling
2) Specific sampling locations
3) Sampling frequency
4) Random sampling protocol (if that approach is used)
5) Number of samples
6) Sampling equipment and supplies
7) Sampling procedure and documentation

8) Sample management

C. Material Balance/Flow - Process flow data from the facility must be collected and analyzed to: understand and control the process and provide information for other purposes such as regulatory compliance and waste audits.

Process flow evaluation includes the basic information required to track the total material flow throughout the facility, often referred to as material balance. The successful proposer shall develop and use a series of data sheets and flow diagrams to track items such as:

- **Feedstocks processed** - Record the type, source, date, time, and weight of all acceptable waste delivered to the facility.
- **Unacceptable waste** - Record the amounts, types, and disposition of all wastes rejected as unacceptable by the facility.
- **Recyclable material recovery** - Record the amounts and disposition of recyclable materials by type.
- **Residue generation** - Record the amounts and disposition of residue generated, by process source (e.g. tip area, feedstock preparation, compost screening).
- **Compost production** - Record the amount and disposition of compost material produced from each major process unit (e.g. active composting, stabilization, curing, screening, storing).
- **Product storage** - Record increases and decreases in inventory of all products stored in the facility, by location and type of material (e.g. raw feedstocks/bulking agents, stabilized compost)

RECORD KEEPING AND REPORTING REQUIREMENTS

The successful proposer will be responsible for keeping accurate and legible records of all processing operations and process monitoring, including but not limited to, feedstock and bulking agent intake and receipt, preprocessing, processing, stabilization, curing, testing, and disposition of final product. All processing data shall be provided to Metro on a regularly scheduled (monthly) basis. All record keeping and reporting procedures and forms will be approved by Metro prior to the commencement of any processing.

ATTACHMENT 3 - PRODUCT QUALITY STANDARDS

Feedstocks and the final mature product produced from this project will be independently sampled and laboratory tested by a Metro consultant. The feedstocks and final products may be examined for the following quality and public health/environmental parameters (as applicable):

- pH
- C:N Ratio
- ICP Test - Plant nutrients and trace metals
- Particle size
- Water holding capacity
- Other (salt, sodium, chloride, nitrate, total soluble salts)
- Foreign Matter Content
- Weed Seed Viability
- Maturity (respiration rate and cress seed germination)
- Bulk density
- Pesticide residue
- Color, texture, and odor

The product quality standards will be finalized during negotiations with the successful proposer.

Pathogen Reduction

A product that contains pathogens in amounts that exceed the maximum acceptable pathogen concentrations described below shall be designated for disposal or additional processing.

- The density of fecal coliform in the compost product shall be less than 1,000 Most Probable Number per gram of total solids (dry weight basis); or
- The density of Salmonella sp. bacteria in the compost shall be less than three (3) Most Probable Number per four (4) grams of total solids (dry weight basis).

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 96-2296 FOR THE PURPOSE OF AUTHORIZING RFP NO. 95R-17B REM FOR PHASE II COMMERCIAL FOOD WASTE COLLECTION AND PROCESSING AND AUTHORIZING THE EXECUTIVE OFFICER TO ENTER INTO A CONTRACT(S)

Date: February 22, 1996 Presented by: Jim Goddard

PROPOSED ACTION

Adopt Resolution No. 96-2296 to permit the Executive Officer to issue Request For Proposals for the Phase II Commercial Food Waste Collection and Processing Project.

FACTUAL BACKGROUND AND ANALYSIS

On November 16, 1995, Metro Council approved Resolution 95-2172A which released the Phase I Commercial Food Waste Collection and Processing Request For Proposal (RFP 95R-17A-REM). At that time, the process for awarding the contract for a pilot project was described as a two-phase RFP process. Phase I required that a brief proposal be submitted for collection of food waste, processing of food waste or for both collection and processing of food waste. The Phase II RFP follows the format of the Phase I RFP but asks for much more detailed information and is the basis for award of the contract. The Phase II RFP requires that the proposer teams be able to provide both collection and processing for the pilot project. It is expected that proposers of hauling only or processing only services in Phase I will team to provide a comprehensive proposal for Phase II. Only proposers from Phase I would be allowed to submit a Phase II proposal.

Proposals were received from 10 processors and 6 haulers in Phase I. Each proposer was interviewed by an evaluation committee made up of staff from Metro, local government and DEQ. Based on the interviews, the evaluation committee expects to receive a number of acceptable proposals for Phase II. It is possible that contracts would be awarded to more than one proposer while staying within the budget allocated for this pilot project.

There appears to be a great deal of interest in starting food waste collection and processing operations in the Metro region. The pilot project(s) resulting from award of the Phase II RFP should help establish initial operations of one or more foodwaste processors in the region while helping to remove the barriers so that others may begin operations in the future.

TIMELINE

This is a multi-year project. The contract(s) will be awarded in May, 1996 and is expected to be completed by June, 1997.

BUDGET IMPACT

The maximum amount allocated for this contract is $175,000.00. The 1995-96 budget contains a total of $190,000.00 for development of an organic waste system. $175,000.00 will be available for this contract(s). The remaining budget will be used by Metro to support the contract(s). Since award of the contract(s) are expected in May, 1996, approximately $150,000.00 will be carried over to fiscal year 1996-97.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 96-2296.

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