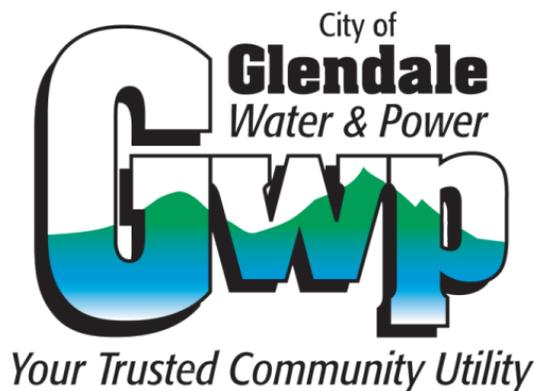


**REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES FOR
THE PREPARATION OF ENVIRONMENTAL DOCUMENTS
FOR THE BIOGAS RENEWABLE GENERATION PROJECT**



CITY OF GLENDALE, CALIFORNIA

July 2018

Glendale Water & Power
Administration Section
141 N. Glendale Avenue, Level 4
Glendale, CA 91206-4496
(818) 548-2062, FAX (818) 240-4754

PROPOSALS DUE BY:

September 7, 2018 at 4:00 pm PST

REQUESTS FOR CLARIFICATIONS DUE BY:

August 24, 2018 at 2:00 pm PST

NOTICE INVITING PROPOSALS

NOTICE is hereby given that the City of Glendale (“City”), through its municipal utility department, Glendale Water & Power (GWP) will receive Proposals, in response to a Request for Proposal (RFP), for the following scope of work:

The Preparation of Environmental Documents for the Biogas Renewable Generation Project

Proposal Deadline: September 7, 2018, 4:00 p.m. PST

Requests for Clarifications Deadline: August 24, 2018, 2:00 p.m. PST

NO LATE PROPOSALS WILL BE ACCEPTED.

I. PROJECT OVERVIEW

The City is proposing the construction of a Biogas Renewable Generation Project (“Proposed Project”) which will produce approximately 12 MW of electricity by beneficially utilizing the naturally occurring landfill gas as a fuel source for electrical generating equipment. The Proposed Project would be located at the Scholl Canyon Landfill (SCLF), an existing Class III nonhazardous landfill facility that accepts municipal solid waste and is not a generator of, or repository, for hazardous wastes. The landfill site occupies approximately 535 acres with portions owned by the City of Glendale, Los Angeles County and Southern California Edison. The Proposed Project is an approximately 2.2-acre power plant to be located on a portion of an approximately 95-acre site owned by Los Angeles County within the City of Glendale’s land use and zoning jurisdiction.

The waste deposited in the SCLF is naturally decomposing and producing landfill gas that is combustible and can be put to beneficial use. Currently, the SCLF gas is collected at a central location within the Proposed Project site where it is compressed and liquids are removed. The landfill gas is then sent to the Grayson Power Plant via an underground dedicated pipeline, approximately five miles in length, where it is blended with natural gas and used as fuel in the boilers to make steam to generate electricity for the City. However, these boilers are old, quite inefficient, and have surpassed their useful service life.

The Proposed Project will allow the City to efficiently utilize the naturally occurring landfill gas to produce electricity onsite at the SCLF. Landfill gas is considered a renewable energy resource. One hundred percent (100%) of the electricity generated by this Proposed Project will help the City achieve the State of California mandated use of renewable energy. The City will produce and receive 100% renewable energy credits by installing new generation units that can directly utilize the landfill gas produced at SCLF at the Proposed Project site. In addition, combusting and producing electricity at the Proposed Project site will enable the City to decommission an approximately five-mile pipeline between the Proposed Project site and the Grayson Power Plant.

The City previously hired a Consultant to initiate an Initial Study and the subsequent environmental review required a Mitigated Negative Declaration (MND). However, the Glendale City Council has directed staff to complete an Environmental Impact Report (EIR) for this Proposed Project in order for the alternatives to be carefully evaluated. For more detailed information on the project and previous environmental review please visit <http://glendalebiogasgeneration.com/#>.

II. SCOPE OF SERVICES

The project scope is divided into the following primary tasks:

- Prepare Initial Study
- Conduct alternatives analysis and impact assessment
- Conduct specific technical evaluations and analysis
- Prepare mitigation measures
- Prepare working drafts, Draft and Final EIRS
- Respond to public comments on Draft EIR
- Prepare Notice of Determination, Written Findings, Statement of Overriding Considerations, etc.
- All document reproduction
- Provide responses to public comments and/or stakeholder questions as needed
- Attend city meetings (internal staff meetings and open public meetings)
- Make formal and informal presentations to interested stakeholders and elected officials.

III. PROPOSER QUESTIONS, REQUESTS FOR CLARIFICATIONS, AND REQUESTS FOR REVISIONS

In the event that a Proposer has any questions, requests for clarification, or wishes to propose any revisions of this RFP or its attachments, the Proposer shall notify GWP with its concerns no later than 2:00 pm on August 24, 2018. GWP's responses will be delivered in the form of an addendum to this RFP and shall be distributed to all Proposers.

Questions regarding any aspect of this RFP should be directed in writing to:

Maurice Oillataguerre
Environmental Program Administrator
Glendale Water and Power
141 N Glendale Ave., 4th Floor
Glendale, CA 91206
(818) 550-4511
moillataguerre@glendaleca.gov

IV. PROPOSAL INSTRUCTIONS

A. Packaging

Proposals shall be enclosed in a sealed package(s). Proposer's name and address shall appear in the upper left-hand corner of the package. All Proposals shall be identified with "PROFESSIONAL SERVICES FOR THE PREPARATION OF ENVIRONMENTAL DOCUMENTS FOR THE BIOGAS RENEWABLE GENERATION PROJECT" and the Proposal due date legibly written on the outside of the package(s). If multiple packages are submitted, each package must be legibly numbered (i.e., 1 of 3, two of 3).

B. Submittal

Proposers shall submit four (4) hard copies and one (1) separate CD/DVD containing the Proposal in a PDF file format to the following address:

Glendale Water and Power
141 N Glendale Ave., 4th Floor
Glendale, CA 91206
Attn: Maurice Oillataguerre

Proposals are due **no later than 4:00 pm Pacific Time, September 7, 2018**. Proposals received after the deadline will not be considered.

GWP will not be responsible for submittals that are delinquent, lost, mismarked, sent to an address other than the address provided above, or sent by mail or courier service and not signed for by GWP.

C. Response Requirements

Proposals must be prepared simply and economically, providing a straightforward, concise description of methodology and approach to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis.

D. Executive Summary Letter

1. This letter shall be a brief formal letter from the Proposer that provides information regarding the Proposer and its ability to perform the required tasks of this RFP. This letter must include the following information: complete legal company name (as it should appear in a contract), address, contact person, telephone number, and e-mail address. This letter shall identify all materials and enclosures being forwarded in response to this RFP.
2. The letter must be signed by an individual authorized to bind the Proposer or by two corporate officers authorized to bind the Proposer entity as set forth in the California Corporations Code. A Proposal submission with an unsigned Executive Summary Letter will be considered non-responsive.

E. Validity of Proposal

Responses to this RFP shall be valid for a minimum of twelve (12) months. Submissions not valid for at least twelve (12) months will be considered nonresponsive. The Proposer shall state the length of time for which the submitted Proposal shall remain valid.

F. Statement of Insurance Compliance

Proposers shall state in their Proposals their willingness and ability to provide the required insurance coverage and accord insurance form. Insurance requirements are listed in Exhibit "B". Insurance Requirements in their entirety are required to be submitted prior to the execution of the PSA.

G. Minimum Requirement(s)

In addition to demonstrating that it meets the minimum requirements, Proposers shall affirm that it meets the minimum requirements by including the following statement: "I certify that I meet the minimum requirements of this RFP." Proposals may be deemed non-responsive if these minimum requirement(s) are not met. The minimum requirements are defined in Section II Scope of Services (entire section).

H. Proposers' Qualifications, Experience, and Expertise

Proposers shall provide a brief discussion of its qualifications and capabilities to perform work similar in nature to the services requested herein. Proposers shall provide a brief discussion of their previous experience with engagements that are the same or similar in nature to the services requested herein.

I. Technical Approach and Methodology

Proposers shall provide a discussion of ways to maximize benefits or services to the City as well as discuss objectives, recommendations and solutions. Proposers shall provide a project schedule and timeline by task illustrating key deliverables as outlined in the scope of services section above.

J. Key Personnel

Proposers shall provide the names, resumes, and a statement of qualifications of key personnel who are expected to be assigned to this project and shall identify their specific responsibilities and qualifications, proposed service, as well as highlight any other issues Proposer deems appropriate. Additionally, Proposers shall identify the single person who will serve as the Project Manager for the duration of the contract.

K. References

Proposers shall provide a minimum of three (3) references from different clients for engagements performed in the last five (5) years where the services provided were the same or similar in nature to the services requested herein. Proposers' Reference Information should include:

Client's name, contact person, contact person's responsibility and relationship to the project, address and telephone number;

1. A description of the type and extent of the services provided by the Proposer to the client;
2. Names of key personnel on the Proposer's team that participated in named projects and their specific responsibilities;
3. Completion dates (estimated, if not yet completed);
4. Total fees received (or projected); and
5. Total costs of the completed Project

L. Sub Consultants List

Proposers shall submit a complete list of all sub consultants they intend to utilize in the provision of services requested in this solicitation.

M. Proposal Price

Proposers shall submit a cost estimate broken down by task. The estimate shall include an hourly rate schedule and rate schedule for equipment and special services and an estimate of the overall number of full time equivalent (FTE) staff needed to perform the required services.

V. SELECTION PROCESS & EVALUATION CRITERIA

A. Selection Process

A selection panel comprised of City staff will review the Proposals and consider the factors below to select the most qualified Proposer both from the written proposal and/or an oral interview and presentation.

The City reserves the right to request additional information from any Proposer or to request a visit to any Proposer's site prior to final selection, and to consider information about a Proposer other than that submitted in the Proposal. The City reserves the right to waive any informalities or technical defects of the Proposals as the best interests of the City may require.

B. Evaluation Criteria

1. Completeness of Proposal - 5%
2. Quality of Proposal – 5%
3. Demonstrated understanding of the tasks and activities of the project - 15%
4. Proposer's Qualifications, Capabilities, and Experience - 15%
5. Technical Approach and Methodology - 15%
6. Professional Qualifications, Capabilities, and Experience of Key Personnel - 15%
7. Rate Schedule - 15%
8. References related to past experience - 15%

VI. GENERAL CONDITIONS

- A. The City shall not be liable for any costs incurred by Proposers in the preparation, delivery, or presentation of the qualifications and/or proposals.
- B. The City reserves the right to reject any or all Proposals and to modify the RFP
- C. and re-solicit Proposals.

The selected Proposer will enter into a Professional Services Agreement (PSA) with the City. The basis for payment in the PSA shall be for time and materials subject to a not-to-exceed amount. If the City and the qualified Proposer fail to reach an agreement, the City may commence negotiations with other qualified Proposers.

- D. Attached as Exhibit "A" is the City's PSA. The Proposers shall review the PSA and acknowledge their ability to execute such an agreement with the City, or note any exceptions for City's consideration. Included in the sample PSA is a complete description of the insurance requirements, which is attached as Exhibit "B"
- E. All Proposals will be opened in confidence by City staff who will review the Proposals. The pricing information will remain confidential until after the ranking of the proposals. The City will endeavor to keep the proposal documents confidential within the City until such time as the Contract is awarded. Any trade secrets or proprietary information should be clearly designated as such in the Proposal.
- F. The Proposal must be received at the above address by the closing date and time. Firms mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals by the time specified.

Closing Date: All proposals must be received by **4:00 p.m. on September 7, 2018**. For more information, please contact Maurice Oillataguerre, Environmental Program Administrator, at (818) 550-4511, or email at moillataguerre@glendaleca.gov

VII. EXHIBITS

- A. PSA (sample form)
- B. Insurance Requirements