

**HUMBOLDT WASTE MANAGEMENT AUTHORITY  
REQUEST FOR PROPOSALS  
FOR GREEN WASTE TRANSPORTATION SERVICES**

July 17, 2018

PROPOSALS:

JILL K. DUFFY, HWMA EXECUTIVE DIRECTOR  
1059 WEST HAWTHORNE STREET  
EUREKA, CA 95501  
707.268.8680

PROPOSALS DUE:

**THURSDAY, AUGUST 23, 2018  
NO LATER THAN  
3 p.m.**

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# SECTION 1

## GREEN WASTE TRANSPORTATION RFP OVERVIEW

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### 1.1 INTRODUCTION AND PURPOSE OF THE RFP

The Humboldt Waste Management Authority (“Authority” or ”HWMA”) is issuing a Request for Proposals (RFP) to select a qualified Contractor(s) to provide green waste transportation services from HWMA’s Hawthorne Street Transfer Station (“Transfer Station”). Green waste received from self-haulers and franchise haulers received at the Transfer Station will be loaded into Contractor provided containers for transport to the Authority’s contracted green waste processor, Mad River Hardwoods facility located on West End Road in Arcata, CA for processing and composting.

HWMW is looking to procure transportation services for a five (5) year period, effective January 1, 2019 through December 31, 2023.

Proposals are being solicited from qualified Contractors to provide transportation of greenwaste. The successful CONTRACTOR will be required to enter into a written agreement with the Authority, using the Authority’s Agreement form.

This Request for Proposal (RFP) provides background information, identifies roles and responsibilities of the PROPOSER and the Authority.

The Humboldt Waste Management Authority is hereinafter referred to as the “Authority or HWMA”. PROPOSERS are hereinafter referred to as the “PROPOSER and/or Contractor”.

### 1.2 RIGHTS RESERVED BY THE AUTHORITY

The Authority rights include but are not limited to the following conditions:

- Reissuing or modifying the RFP.
- Withdrawing the RFP at any time during the procurement process.
- Issuing addenda to the RFP, including extending or revising the timeline for submittals.
- Requesting clarification or additional information from the PROPOSERS at any time during the procurement process.
- Executing an Agreement with a PROPOSER on the basis of the original proposal.
- Rejecting any or all proposals, waiving irregularities in any proposals, accepting or rejecting all or part of any proposals, and waiving any requirements of the RFP, as may be deemed in the best interest of the Authority.

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- ❑ Discontinuing negotiations after commencing negotiations with a selected PROPOSER if progress is unsatisfactory in the sole judgment of the Authority, and commencing negotiations with another qualified PROPOSER.
  - ❑ Take any other action it deems necessary in its best interest.
  - ❑ Deviate from the selection process otherwise outlined in this RFP.

This RFP does not constitute or obligate the Authority to accept any proposal, negotiate with any PROPOSER, award an Agreement, or proceed with the development of any project or service described in response to the RFP. The Authority has no obligation to compensate PROPOSER for expenses related to this procurement process. Furthermore, nothing in this RFP obligates the Authority to award a contract to any party nor shall it be deemed to control in any manner the discretion of the Authority to award or not to award any contract.

Proposals must fully comply with the requirements detailed in this RFP. Required documentation must be included and appropriately identified. Incomplete proposals, proposals containing material errors, inconsistencies, false, inaccurate or misleading information, proposals not submitted with the proper number of copies or proposals with other process or content errors or deficiencies may be rejected by the Authority.

The Authority shall have the right (but not the obligation) to perform an independent background investigation of each PROPOSER'S financial stability and qualifications and each PROPOSER must agree to cooperate with an investigation and review of each PROPOSER'S ability to perform the work required.

Statistical data and information that may be contained in the RFP or any addenda are for informational purposes only. The Authority makes no warranty as to the accuracy of this information and is not responsible for any such information that may subsequently be determined to be incomplete or inaccurate.

### **1.3 PROPOSER'S RESPONSIBILITIES**

- ❑ Examine this RFP.
- ❑ Become familiar with local conditions that may affect cost, permitting, progress, performance, or services described in this RFP.
- ❑ Consider all federal, state and local laws, statutes, ordinances, regulations and other applicable laws, rules, and regulations that may affect costs, permitting, progress, performance, or services.
- ❑ Clarify, with the Authority, any conflicts, errors, or discrepancies that the PROPOSER discovers in this RFP.
- ❑ Prior to submitting a proposal, each PROPOSER will, at his/her own expense, make or obtain any additional examinations, investigations, and studies; and obtain any additional information and data that may affect costs, permitting, progress,

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performance or furnishing of the project that PROPOSER deems necessary to determine its proposal.

- ❑ Each PROPOSER will use mail, fax, email or other delivery mechanism at its own risk, and the Authority will not be obligated to accept or respond to any submission that is delayed due to delivery failures.
- ❑ The submission of a proposal will not be deemed an Agreement between the PROPOSER and the Authority, and the following conditions will apply:
  1. Authority will not be obligated to respond to any proposal submitted nor is it bound in any manner by the submission of a proposal by a PROPOSER.
  2. Acceptance of a proposal by the Authority obligates the PROPOSER to enter into good faith Agreement negotiations on the proposal submitted.
  3. The Agreement will not be binding or valid against the Authority unless and until it is approved by the Authority Board of Directors (Board) and executed by the Authority and the selected PROPOSER.

## **1.4 OUTCOME OF SUBMISSION OF PROPOSAL**

The submission of a proposal will constitute a binding representation and warranty by the PROPOSER that the PROPOSER has investigated all aspects of the RFP and its proposal; that the PROPOSER is aware of the applicable facts pertaining to the RFP process, its procedures and requirements; that the PROPOSER has read and understands the RFP and has complied with every requirement; that without exception the proposal is premised upon performing and furnishing the services and equipment required by this RFP and the attached Agreement and such means, methods, techniques, sequences or procedures as may be indicated in or required by this RFP and the Agreement; and that the RFP is sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the project.

As noted, the submission of a proposal will not be deemed an Agreement between the PROPOSER and the Authority. The proposal is a contractual offer by the PROPOSER to perform services in accord with the proposal.

The proposals received will become the exclusive property of the Authority. At such time, as an Agreement is approved by the Authority Board, all proposals submitted in response to this RFP will become a matter of public record and will be regarded as public records. The Authority will reasonably attempt to withhold from public disclosure confidential information included in proposals as defined by and consistent with the California Public Records Act, Government Code Section 6500 et seq.) provided such information is clearly labeled “Confidential.”

## **1.5 PROPOSAL COSTS**

The cost of investigating, preparing, and submitting a proposal is the sole responsibility of the PROPOSER and will not be chargeable in any manner to the Authority. The Authority will not reimburse any PROPOSER for any costs associated with the preparation and submission of

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proposals or expenses incurred in making an oral presentation, participating in an interview, or negotiating an Agreement with the Authority.

## 1.6 AUTHORITY GOALS AND OBJECTIVES

The Authority is interested in receiving proposals from companies that are interested in providing or have demonstrated experience providing transportation of greenwaste and the reliability to ensure success of the services for the Authority. The Authority will place an emphasis on a PROPOSER who places a high priority on reliable, cost effective, and environmentally sound operations. The Authority seeks a Contractor that can provide:

- ❑ Low-cost and efficient transportation of green waste hauling services; and
- ❑ Full compliance with local, state and federal regulations; and
- ❑ Full cooperation with operators of the Hawthorne Street Transfer Station and Mad River Hardwoods facilities; and
- ❑ Maintain a high level of service (timely, courteous, and responsive) to the Authority.

## 1.7 PROCUREMENT PROCESS AND SCHEDULE

Milestone dates and activities during the proposal process are listed below.

- ❑ Authority Board to review and approve RFP on **Thursday, July 12, 2018**.
- ❑ Authority releases RFP on **Tuesday, July 17, 2018**. RFP will be listed on Authority website at <http://www.hwma.net/proposals>.
- ❑ PROPOSERS to participate in an optional site visit to HWMA's Hawthorne Street Transfer Station on Tuesday, August 7, 2018 at 11:00 a.m.
- ❑ Written question and answer period during the proposal preparation period. Deadline for written questions from PROPOSERS to HWMA by hard copy or email at [jduffy@hwma.net](mailto:jduffy@hwma.net) by Friday, August 10, 2018.
- ❑ Amendment(s) to the RFP and Responses to Questions will be issued no later than Friday, August 17, 2018.
- ❑ PROPOSERS submit proposals to Humboldt Waste Management Authority, Attn: Ms. Jill Duffy no later than **3 p.m Thursday, August 23, 2018**
- ❑ Authority Board selects CONTRACTOR at the September 14, 2018 Board meeting
- ❑ Parties to finalize Green Waste Transportation Agreement and necessary documentation no later than October 30, 2018.
- ❑ Authority Board approves Agreement no later than Thursday, November 8, 2018
- ❑ CONTRACTOR commences service on January 1, 2019.

Notwithstanding the foregoing, the Authority reserves the right, in its sole discretion, to change or extend any of the timelines set forth above.

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## 1.8 ORGANIZATION OF THE RFP

The RFP is constructed in the following sections with information and requirements as listed below:

- ❑ Section 1 contains an RFP Overview introduction and purpose of the Proposal information, including the rights of the Authority, its goals and objectives, schedule, and other related matters.
- ❑ Section 2 contains pertinent Background Information including description of the Authority and its Member Agencies, transfer station description and green waste quantities and other related information.
- ❑ Section 3 defines the Scope of Services covered by this RFP.
- ❑ Section 4 describes the Proposal Submittal Requirements.

## SECTION 2

# BACKGROUND INFORMATION & REQUESTED SERVICE

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Humboldt Waste Management Authority (HWMA), or the Authority, is a Joint Powers Authority consisting of the Member Agencies comprised of the Cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell, and Humboldt County. The HWMA is governed by a six (6) member Board of Directors that is made up of representatives from each of the Member agencies.

HWMA was formed in 1999 for the purposes of economically coordinating the disposal of Solid Waste generated in the incorporated and unincorporated areas of Humboldt County and responsible for Closure and Post-Closure activities at the Cummings Road Landfill.

The Authority is looking to secure services which include a contractor that shall transport green waste collected from HWMA's Hawthorne Street Transfer Station for transport to the Mad River Hardwoods facility located at located at 6063 West End Road, Arcata, CA 95521 for disposal. Contractor is required to provide containers for loading and green waste transportation services at a frequency and in such volume so as to manage green waste volumes at the Transfer Station. Contractor will operate such that, with the exception of the Holidays described below, hauling services are available 365 days per year.

All Contractor costs for providing the hauling services shall be accounted for and incorporated into Contractor's base transportation quote.

### 2.1 HWMA HAWTHORNE STREET TRANSFER STATION

HWMA owns and operates a municipal solid waste transfer station located at 1059 West Hawthorne Street, in Eureka, California. This facility is open seven (7) days per week, excluding major holidays.

The Hawthorne Street Transfer Station is a full service facility where residents and businesses can dispose of Permitted Solid Waste, recyclable, household hazardous wastes and green waste materials at one location. Vehicles bringing or removing waste materials enter the station from West Hawthorne Street, a public street. West Hawthorne Street and Felt Street are public roads with two-way traffic. Traffic entering the site is weighed on scales, then routed based upon the type of materials brought, for disposal or recycling.

#### *Hawthorne Street Transfer Station - Hours of Operation*

The Hawthorne Street Transfer Station is open to the public Monday thru Friday from 8 am until 4 pm, Saturday 9 am to 4 pm and Sunday 10 am to 4 pm. The facility is open on a limited basis to franchise trucks on January 1, **Easter Sunday**, **Memorial Day**, July 4, **Labor Day**, Thanksgiving, and **Christmas Day** December 25, and other holidays as may be designated by the Authority.

For those days in which green waste hauling is required and the Hawthorne Street Transfer Station is closed to the public in observance of a national holiday, Contractor shall be responsible for weighing of tonnages hauled. The Authority shall provide Authority-approved hand tag forms for the recording of these weights, and shall make the forms available on those days in which its Hawthorne Street Transfer Station is closed to regular traffic.

## **2.2 Green Waste**

In 2003, HWMA entered into a public-private partnership for the diversion and processing of green-waste received at the Authority's Hawthorne Street Transfer Station. This initially enabled small volumes of green-waste to be diverted from out-of- area landfills, thereby reducing transportation and disposal costs, and processing the waste material into a product that could be blended into a beneficial soil amendment.

Today, HWMA's Transfer Station receives approximately 4,000 tons of green waste annually from franchise collection haulers and the general public self-hauling the material to our facility. Green waste is delivered into a collection bunker, and HWMA staff loads material using an excavator into Contractor provided container(s). At regularly scheduled intervals, this material is transported from the Transfer Station to Mad River Hardwood's greenwaste processing facility.

Green waste is currently loaded into two (2) empty 40-yard bins stored on site, then loaded onto rail truck for transportation several times a week. Transportation frequency will vary slightly due to seasonal variations.

Each load of green waste will be weighed at the HWMA's Transfer Station on the franchise scale at no charge to the hauler. The volume will be weighed and recorded prior to delivery to the Mad River Hardwoods facility.

## **2.3 MAD RIVER HARDWOODS**

Mad River Hardwoods is located at 6063 West End Road in Arcata, CA and the hauler will be responsible for delivering and disposing green waste to the appropriate location as identified by Mad River Hardwood staff. The Contractor must maintain and operate within the guidelines of the permit and policies of the Mad River Hardwoods.

## **2.4 Loading/Unloading Green Waste Protocol**

- **HWMA Hawthorne Street Transfer Station Loading Protocol**  
Green waste will be loaded into Contractor provided containers at the Transfer Station by HWMA staff.
- **Mad River Hardwoods Unloading Protocol**  
Green waste shall be unloaded at the Mad River Hardwoods facility according to the practices and policies of Mad River Hardwoods.

## 2.5 AVERAGE GREENWASTE TONNAGE

Approximately 4,000 tons per year is received from franchise haulers and the general public. Table 2 presents the average daily tonnage received at HWMA's Transfer Station for Fiscal Year 2016-17. Green waste volumes appear to have increased over prior years, and is likely due to the higher than normal rainfall experienced this past year.

Based on a tonnage analysis of outbound containers loaded with green waste material from the Transfer Station, the average weight per load was 15 tons. At a minimum, the Authority expects to continue to utilize hauling services which meet this historic average.

**Table 2: Average of Green Waste Volume Generation and Load Count from the HWMA Transfer Station to Mad River Hardwoods**

<b>FY 2016-17</b>	<b>Average Tons per Day</b>	<b>Monthly Total Tons Received</b>
July 2016	11.50	344.76
August	11.19	346.91
September	10.65	308.93
October	9.05	280.46
November	14.73	427.06
December	8.35	250.42
January 2017	10.20	306.04
February	11.04	309.02
March	10.01	310.38
April	14.71	441.26
May	18.00	539.88
June	16.40	492.06

## SECTION 3

### SCOPE OF SERVICES –

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This section describes the scope of services that will be required for the selected Contractor to perform as part of the Agreement with the Authority for the purposes of transporting green waste from the HWMA's Transfer Station to Mad River Hardwoods for disposal.

Essential portions of the scope of work required by the PROPOSER for this solicitation are detailed as follows:

The selected Contractor shall be responsible for the following:

- Annually, from the effective date of the Agreement - January 1, 2018 - until December 31, 2022, Contractor shall be responsible for accepting and delivering green waste from HWMA's Transfer Station to Mad River Hardwoods, located in Arcata, CA.
- Container specifications – minimum capacity of **20 cubic yards or 15 tons per load**
- Record weights of all Trailers at the Hawthorne Street Transfer Station then transport green waste for disposal to the Mad River Hardwoods.
- Provide truck and trailer, labor, rolling stock, stationary equipment, material storage containers, spare parts, maintenance supplies, and other consumables necessary to perform transportation operations.
- Contractor shall keep containers enclosed and/or tarped to contain green waste and prevent spilling or scattering of green waste during transportation.
- Contractor shall be available to transport containers from the Transfer Station to Mad River Hardwood facility, daily, 365 days per year, excluding the aforementioned holidays..
- Dispatch shall be coordinated by HWMA Operations staff Monday through Friday at 10:00 AM, excepting weekday Holidays
- Contractor shall supply an adequate number of trailers or frequency of delivery sufficient to meet green waste disposal demand.
- General Indemnification. Contractor shall provide indemnification to the Authority.
  - General Liability: General liability with minimum limits of liability per occurrence of Two Million Dollars (\$2,000,000), and per aggregate of Two Million Dollars (\$2,000,000).
  - Comprehensive automobile liability insurance: Comprehensive coverage for all vehicles and all motor equipment, owned, leased, hired, borrowed or operated by Contractor in its performance of this Agreement, and shall obtain uninsured/underinsured motorists liability coverage. Minimum

limits of liability per occurrence shall be Two Million Dollars (\$2,000,000), and per aggregate Two Million Dollars (\$2,000,000).

- Pollution liability, environmental impairment: Environmental impairment and release or spill of “pollutants” or “wastes” and all cleanup costs relating thereto with minimum limits of liability per occurrence of Two Million Dollars (\$2,000,000), and per aggregate of Two Million Dollars (\$2,000,000).
- Workers’ compensation insurance: Workers’ compensation as required by state law.
- Employer’s liability insurance: Bodily injury by accident in the amount of Two Million Dollars (\$2,000,000) each accident and bodily injury by disease in the amount of Two Million Dollars (\$2,000,000) policy limit and each employee.

### **3.1 CONTRACTOR RATE COMPENSATION**

All PROPOSERS shall submit with their proposals a rate schedule for transportation services in accordance with Section 3.2 below. Transportation rates are subject to annual adjustments based on the change in the Consumer Price Index (CPI-U for All Urban Consumers, US City Average, All Items, 1982-84 = 100) for the 12 months ending every March 31<sup>st</sup>.

### **3.2 Calculation of Transportation Rates**

The Transportation Rates to be proposed by the PROPOSER are to be comprised of two (2) separate cost components: For each ton of green waste transported to and disposed of at the Mad River Hardwoods, HWMA will pay an amount equal to: (a) the applicable Base Transportation Fee; *plus* (b) the Base Fuel Rate Fee.

- Base Transportation Fee component is comprised of all non-fuel related costs including driver labor wages and benefits, equipment repair, capital costs, overhead and profit, and;
- Base Fuel Rate Fee component is based on the total fuel cost to transport the container(s), round trip, from the Hawthorne Street Transfer Station to Mad River Hardwoods, at a base per-gallon fuel rate of \$3.00 per gallon.

The Base Transportation Rate and Fuel Component Rate, when added together, arrive at the total Transportation Rate to be charged to the Authority for each green waste load delivered by the PROPOSER from the Cummings Road Landfill to the Mad River Hardwood facility.

#### *Annual Adjustments to Base Transportation Fee*

The Base Transportation Fee per load shall be adjusted annually on the Adjustment Date, beginning January 1, 2019, and every year thereafter for the Term of the agreement in an amount equal to seventy-five percent (75%) of the annual change in the Consumer Price Index for the U.S. City

Average, All Urban Consumer Price Index (CPI-U): 1982-84 =100, for the month of March, compiled and published by the United States Department of Labor, Bureau of Labor Statistics of the preceding year multiplied by the then current Transportation Rate.

*Fuel Surcharge/Credit Adjustments*

The Base Fuel Fee Component of \$3.00 shall be accompanied with an adjustment in either of the following situations:

*Surcharge:* If PROPOSER'S actual average cost of diesel for the prior month or the average California monthly diesel fuel index for the four weeks prior to the month being invoiced, published by the US Department of Energy ([https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_sca\\_a.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_a.htm)) is greater than \$3.00 per gallon, a monthly fuel surcharge will be due and owing by HWMA in addition to the Base Transportation Fee owed. The monthly Fuel Surcharge shall be an amount equal to the positive difference between \$3.00 per gallon and the lesser of PROPOSER'S actual average cost of diesel for the prior month or the average California monthly diesel fuel index referenced above.

*Credit:* A Fuel Credit in the amount of the positive difference between \$2.35 per gallon and the lesser of PROPOSER'S actual average cost of diesel for the prior month or the average California monthly diesel fuel index referenced above.

In either instance, PROPOSER will report this adjustment as an additional line item in their monthly invoice to the Authority. The Authority may require fuel cost records to corroborate PROPOSER average fuel rates against those from the US Department of Energy.

## SECTION 4

# PROPOSAL SUBMITTAL REQUIREMENTS

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The PROPOSER is to provide all information required in this section.

### 4.1 ORGANIZATION OF THE PROPOSAL RESPONSE

Each proposal will be organized in accordance with this Section as outlined below. PROPOSER will provide, at a minimum, all information required in each section and subsection as part of its proposal. Proposals should concentrate on demonstrating the PROPOSER's ability to fulfill the obligations of the required scope of services.

PROPOSERS will provide the information as requested.

*Title Page, Cover Letter, Table of Contents, Executive Summary*

Each proposal must be accompanied by a title page, which provides the name of the proposal solicitation, name and address of the PROPOSER, and date of the submittal.

All proposals must be accompanied by a cover letter not exceeding three (3) pages and should provide the following information:

- Name, address, telephone number, fax number, and email address of the individual authorized to contractually bind the PROPOSER and be signed by the company's authorized representative.
- Name, address, telephone number, fax number, and email address of PROPOSER'S key contact person.
- Description of the type of organization (e.g., corporation, partnership, joint venture, etc.) submitting the proposal.
- Name of the company that will execute the Agreement, in the event it is awarded.
- A written statement warranting that the requirements of the Agreement, as described in this RFP document, its enclosures, and all addenda, by listing all addenda and dates received, have been thoroughly reviewed and the PROPOSER has conducted all due diligence necessary to confirm material facts upon which the proposal is based.
- A written statement acknowledging the validity of the proposal contents including proposed rate and pricing for not less than one hundred and eighty (180) days.

PROPOSER must provide a complete and detailed table of contents including Section and subsection headers.

The executive summary should not exceed the equivalent of three (3) double-sided pages and should provide highlights of the major elements of the PROPOSER'S proposal. All information should be provided in a concise manner.

## 4.2 COMPANY DESCRIPTION AND QUALIFICATIONS

### Business Structure

- Identify the company that will execute the Agreement. State whether the company is a sole proprietorship, partnership, corporation, limited liability company, or joint venture.
- State the number of years the company has been organized and doing business under their current legal structure.
- Provide evidence the company is qualified to do business in California.

### PROPOSER'S Transportation Experience

The PROPOSER will describe its experience in the past five (5) years in providing similar, if applicable, transportation and disposal services as detailed in the scope of services. The description will include:

- A statement that the general experience as submitted in the proposal is current, correct, and complete.
- The term (start and end date) of the contract and any extension(s).
- Provide a minimum of three (3) references that can attest to PROPOSER experience and performance. References shall include all pertinent contact information to allow the Authority to independently check the reference.

### PROPOSER'S Key Management and Support Personnel

- Describe relevant technical experience of key personnel, how long they have been with the company, and their backgrounds in the requested services.
- Provide a list showing the position and number as full-time equivalents (or partial FTE) of all company employees that will be involved with providing these services.

### PROPOSER'S Worker Safety Record

- PROPOSER must provide information detailing its worker safety record for the past five (5) years for the company and its affiliates in California or pertinent State(s) where it operates.
- The worker safety record information will include, but not be limited to, employee safety metrics commonly used in the industry such as the number of hours lost for individual injuries per employee and workers' compensation insurance ratios.

## Transportation Services

- ❑ PROPOSER shall submit a rate schedule including the Base Transportation Rate and Fuel Rate components as described in Section 3.2.
- ❑ PROPOSER will describe how it plans to perform the transportations services.
- ❑ Include in the proposal a description of the following information:
  - Type of transportation equipment to be used including equipment manufacturer, age of equipment, vehicle description, volumetric capacity of the transfer trailer container body, and number of vehicles to be put into service.
  - A map showing the route(s) transporter shall travel; include the round trip mileage and estimated round trip time. Describe alternate route(s) to be taken in the even the primary transportation route is temporarily closed due to weather or construction activities.

## 4.3 OTHER PROPOSAL CONSIDERATIONS AND REQUIREMENTS

It is the responsibility of each PROPOSER to do the following before submitting the proposal:

Examine this RFP, including all enclosures and the Agreement, thoroughly.

Attend an optional site tour at the Hawthorne Street Transfer Station and the Mad River Hardwoods facility.

Be familiar with local conditions that may affect cost, progress, performance, or furnishing of services described in this RFP.

Consider all federal, state, and local laws, statutes, ordinances, regulations and other applicable laws that may affect costs, progress, performance, or furnishing of the project.

Clarify with the Authority any conflicts, errors, or discrepancies in this RFP.

Before submitting a proposal, each Contractor shall, at Contractor's own expense, make or obtain any additional examinations, investigations, and studies, and obtain any additional information and data that may affect costs, permitting, progress, performance or furnishing of the project and that Contractor deems necessary to prepare its proposal.

## SECTION 5

# PROPOSAL SUBMITTAL INSTRUCTIONS

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### PROPOSAL SUBMITTALS

Proposals shall be submitted no later than **3 PM on Thursday, August 23, 2018**. Late submittals will be returned unopened to the Proposers. Proposals shall be addressed to:

Ms. Jill Duffy  
Executive Director  
1059 West Hawthorne,  
Eureka, CA 95501  
Phone: 707-268-8680  
Fax: 707-268-8927  
Email: [jduffy@hwma.net](mailto:jduffy@hwma.net)

### Written Questions

The Authority requires that prospective PROPOSERS coordinate all questions and requests for information through Jill K. Duffy, Executive Director. Any questions, requests for clarification, or requests for additional information regarding the RFP content should be submitted in writing via email to Ms. Duffy on or before 4:00 p.m., Friday, August 10, 2017. *Electronic mail is the only acceptable method for the submission of questions. All requests for RFP clarification should contain the following words in the message subject line: “**QUESTIONS: Humboldt Waste Management Authority Green Waste Transportation RFP**”.*

Questions will be answered to the greatest degree possible through the Authority website and through written correspondence. No oral communications can be relied upon for this proposal.

### PROPOSER’S Site Visits

The Authority will hold an *optional* PROPOSERS' meeting and site visit beginning at the HWMA Hawthorne Street Transfer Station and the Mad River Hardwoods facility on **August 7, 2018 at 11:00 a.m.** to view the site facilities and operational requirements.

The site visits are scheduled to begin at 11:00 a.m. on the date above. The PROPOSERS' meeting will be held first at the HWMA Hawthorne Street facility, then proceed to the Mad River Hardwoods facility.

Any changes, interpretations, or clarifications considered necessary by the Authority in response to PROPOSERS' questions will be issued in writing as addenda, listed on the Authority website, and emailed to all interested parties.

## Submit Proposal

Submit 4 copies of your Proposal on at least 30% post-consumer recycled-content paper and (optional) a CD/DVD digital copy as a PDF to Ms. Jill Duffy, Executive Director, 1059 West Hawthorne, Eureka, CA 95501.

Proposals must be received at the Authority Administrative Office no later than **3 p.m. Thursday, August 23, 2017**. Proposals should be sealed and marked "Humboldt Waste Management Authority — Proposal for Green Waste Transportation".

## Clarification/Interviews

PROPOSERS may be asked to clarify information regarding their proposal through writing, interviews, and/or discussions with the Authority RFP Evaluation staff.