



County of Ventura
Public Works Agency
Water & Sanitation
MEMORANDUM

Issue DATE: 03-19-2021

SUBJECT: VENTURA COUNTY SEEKING QUALIFIED FIRM FOR SB1383 EDIBLE FOOD WASTE CAPACITY STUDY

The County of Ventura's Public Works Agency (VCPWA) is seeking Statement of Qualifications (SOQ) from qualified firms to develop an *Edible Food Waste Capacity Study* to comply with California's Short-Lived Climate Pollutant Reduction Act (Senate Bill 1383 (SB 1383), Lara, 2016).

The Edible Food Waste Capacity Study is expected to include input and data collected from the unincorporated portion of Ventura County, each of the ten (10) incorporated cities in Ventura County, and food recovery organizations operating in and serving Ventura County. Capacity projections and recommendations must be made for the period covering January 1, 2022-December 31, 2024.

SERVICES REQUESTED

VCPWA's Water and Sanitation Department, Integrated Waste Management Division (IWMD) is seeking a qualified consultant with a comprehensive understanding of SB1383 regulatory requirements for edible food waste recovery, a demonstrated ability to obtain information from knowledgeable sources at Tier 1 and Tier 2 commercial edible food waste generators, and the ability to obtain information from major food recovery organizations in Ventura County, which already possess much of the information needed for this study.

The ideal candidate will have excellent written and verbal communications skills and be proficient with software such as MS Office as well as web-based tools to gather survey or census information.

Critical to this study's success will be productive collaboration with regional food recovery organizations and representatives from the ten (10) cities in the County. Prior

to beginning this study, the Project Manager will provide the selected consultant with the following information:

- A point of contact at each of the ten cities;
- A point of contact at the large food recovery organizations; and
- A list of Tier 1 and Tier 2 commercial edible food waste generators compiled in 2019. This list may be used as a “launching” point for the Edible Food Waste Capacity Study. Updated guidance from CalRecycle and COVID-19 related impacts on County generators must be included within this study.

SUBMISSION

The SOQ must be no more than seven (7) pages in length, compiled in one PDF file, and include the following sections:

1. **Cover Letter** - Contact information and a brief description of the firm and type of services offered. Cover Letter should be signed by an authorized representative of the prospective consulting firm.
2. **Project Team & Qualifications** - a short profile of the team to be assigned to this project, including each member’s specific experience and skills applicable to their project role, and designated Project Manager.
3. **Statement of Understanding** – description of the firm’s understanding of the Scope of Work (Attachment 1) including approach and timeline for completing the work. Describe the team’s understanding of edible food waste generation in Ventura County, as well as any other relevant experience.
4. **References** - provide up to two (2) references from past clients, or employers, where similar work was performed.

EVALUATION CRITERIA

| Evaluation Criteria | Rating (1-10) | Rating Factor | Total Weighted # of Point | Max. Possible |
|---|----------------------|----------------------|----------------------------------|----------------------|
| Project understanding and approach | | X 3.0 | | 30 |
| Quality, clarity, responsiveness and overall impression | | X 2.0 | | 20 |
| Past experiences with edible food waste recovery | | X 4.0 | | 40 |
| Past experiences food recovery organizations and generators in Ventura County | | X 1.0 | | 10 |

SUBMISSION DEADLINE

SOQs should be submitted no later than 5:00 P.M. on Friday, April 23, 2021 via email to:

Ms. Tobie Mitchell
IWMD SB1383 Project Manager
tobie.mitchell@ventura.org

Applicants may submit questions via email to tobie.mitchell@ventura.org no later than 5:00 P.M. on Monday, April 19, 2021. All inquiries shall be made through this email address; no telephone calls will be accepted.

Attachment 1 - Scope of Work

All work to be in collaboration with VCPWA staff and in compliance with Section 18992.2 of the California Code of Regulations, related to Short-lived Climate Pollutants, using the Organic Waste Reductions final regulations

Prepare a report that includes input and data collected from the unincorporated portion of Ventura County, each of the ten (10) incorporated cities in Ventura County, and food recovery organizations located in, or serving, Ventura County. Capacity projections and recommendations must be made for the period covering January 1, 2022 - December 31, 2024. The report must include the following:

1. Number of Tier 1 and Tier 2 commercial edible food generators by jurisdiction
2. Identify which Tier 1 and Tier 2 commercial edible food generators may meet the provisions of Section 18991.3, which specifies how a commercial edible food generator may demonstrate “extraordinary circumstances” beyond its control, making compliance impracticable.
3. Identify which Tier 1 and Tier 2 commercial edible food generators have a contract or written agreement with a food recovery organization or a food recovery service for food recovery (and note if any limitations/anomalies within the contract).
4. Quantify the amount of edible food (in pounds) that will be disposed by commercial edible food generators (Note: As of the time of the issuance of this RFP, CalRecycle has not yet released a tool to assist jurisdictions with estimating the amount of edible food discarded by commercial edible food generators. If the tool is available by the time work commences on this study, CalRecycle’s tool must be used as the basis for estimates).
5. Generate a list of food recovery organizations located in, or serving, Ventura County commercial edible food generators.
6. Identify existing capacity at food recovery organizations available to commercial generators of edible food waste.
7. List plans for new, or expanded, capacity, if any, at food recovery organizations and food recovery services necessary to recover the edible food estimated to be disposed by commercial edible food generators.
8. Provide recommendations for increasing edible food waste recovery in Ventura County, based upon data collected from food recovery organizations, jurisdiction contacts, and Tier 1 and Tier 2 commercial edible food waste generators.