

REQUEST FOR PROPOSALS



The City Manager's Office is requesting proposals for:

SOLID WASTE MANAGEMENT CONSULTING SERVICES

RELEASE DATE: January 8, 2026

RESPONSE DUE: March 3, 2026

RFP OVERVIEW & TIMELINE	
RFP Title:	Solid Waste Management Consulting Services
Scope of Work:	See <i>“Scope of Work”</i> Section on Pages 5-7
RFP Submittal Information:	Submit electronic copies of their proposal in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sanfernando.gov , with the subject “City of San Fernando - Solid Waste Management Consulting Services”
RFP Due Date:	Tuesday, March 3, 2026 by 5:00 PM PST
RFP Submittal Requirements:	<p>Submitted Proposals must include the information described in the “INFORMATION TO BE SUBMITTED” Section on Pages 8-10 of this RFP.</p> <p>Submitted Proposals will be considered non-responsive if the Proposal does not provide all requested information.</p>
City Contact:	<p>Will Pettener Assistant to the City Manager Phone: (818) 898-1226 Email: Wpettener@sanfernando.gov</p>

GENERAL INFORMATION

The City of San Fernando invites qualified consulting firms to submit proposals for professional consulting services to evaluate the current solid waste management program, prepare a Request for Proposals (RFP) for Citywide Solid Waste Management Services, support the evaluation of submitted proposals, and assist negotiations with the City’s selected Solid Waste Management contractor. The City seeks a consultant with demonstrated experience assisting small-to-mid-sized California cities in developing comprehensive, competitive, and SB 1383–compliant solid waste procurement documents.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven departments, including a Police Department, Public Works Department, and Recreation and Community Services Department. The City employs approximately 111 full-time employees from a total Adopted Budget for fiscal year 2025-2026 of \$56.2 million, which includes a General Fund budget of \$28.8 million. The City is a cost conscious provider of outstanding public services to its citizens and local businesses.

The City of San Fernando is a compact, fully built-out urban community providing municipal services to residential, multifamily, commercial, and institutional customers. Solid waste, recycling, and organics services are currently provided through a single contracted or franchised waste hauler operating under City oversight.

The City anticipates issuing a proceeding RFP to secure continued solid waste services that:

- Maintain reliable service at reasonable rates
- Ensure full compliance with California Senate Bill 1383 (Short-Lived Climate Pollutants)
- Are administratively feasible for a small city with limited staffing resources
- Are responsive to the needs of residents and businesses in the community

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP, and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to the City Clerk Department at cityclerk@sanfernando.gov. Questions must be received by 5:00 p.m. PST on **Tuesday, February 10, 2026**. All questions received prior to the deadline will be collected and responses will be emailed by **Tuesday, February 17, 2026**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to the City Clerk Department at cityclerk@sanfernando.gov and the subject line of the email shall read, "City of San Fernando RFP –Solid Waste Management Consulting Services." Proposals must be received no later than Thursday, **March 3, 2026 at 5:00 PM PST**. All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The City of San Fernando is seeking a highly qualified consultant to assist in providing professional services including, but not limited to, the following tasks:

1. Project Management and Coordination

- Serve as the City's primary technical advisor
- Develop a detailed project schedule aligned with City Council timelines
- Facilitate meetings with City staff and stakeholders as needed

2. Evaluation of Existing Waste Management Services

- Review current solid waste, recycling, and organics service levels for:
 - Single-family residential
 - Multifamily residential
 - Commercial and institutional customers
- Evaluate existing rate structures, service frequencies, and operational requirements
- Identify service gaps, inefficiencies, and opportunities for improvement appropriate to a small city

3. SB 1383 Regulatory Compliance Analysis (Expanded Deliverables)

- Develop a method and timeline for plan updates and revisions.
- Assess the City's current SB 1383 compliance status
- Identify hauler responsibilities vs. City responsibilities under SB 1383
- Provide recommendations for:
 - Organic waste collection requirements
 - Edible food recovery coordination (Tier 1 and Tier 2 generators, as applicable)
 - Contamination monitoring and enforcement support
 - Recordkeeping and reporting requirements
- Develop clear, enforceable SB 1383 contract language suitable for inclusion in the future waste hauler agreement
- Integrate CalRecycle enforcement expectations into service requirements without creating excessive administrative burden on City staff

4. Market and Industry Review

- Recommend final Strategic Plan document that includes an implementation plan with benchmarks or milestones that measure the City's progress
- Analyze current Southern California solid waste market conditions
- Identify best practices for cities of similar size
- Recommend contract structure options (e.g., term length, extension options, performance incentives)
- Advise on approaches to encourage competitive proposals despite limited market participants

5. Development of Solid Waste Management Services RFP

The consultant shall prepare a complete, ready-to-issue RFP, including:

- Comprehensive scope of services covering:
 - Collection, recycling, organics, and disposal
 - Customer service and billing
 - Route review and service optimization
- Performance standards and reporting requirements
- SB 1383 compliance obligations and enforcement mechanisms
- Proposal submittal instructions and evaluation criteria
- Pricing and rate structure requirements
- Required exhibits, forms, and technical schedules

The RFP shall be tailored to San Fernando's size, staffing capacity, and operational needs.

6. Assist RFP Administration and Selection Process

- Prepare a list of potential providers and inviting each provider to submit a proposal
- Assist in conducting a pre-proposal meeting with prospective proposers and the preparation of the written response(s) of any subsequent addenda to the RFP
- Develop the written criteria and the methodology to evaluate and rank each proposal submitted
- Coordinate any site visits to facilities of potential service providers and preparing questions for City to ask providers during visit
- Prepare a technical analysis of each proposer to verify the ability to comply with, provide for, and meet the requirements of a contract period
- Evaluate each proposer's experience and ability to perform the contract through references
- Analyze the financial capability and strength of the proposer to perform in the contract
- Assist the City in negotiating services, terms, rates, and the preparation of a final agreement for approval by Council
- Work with City staff in the preparation of staff reports and presentation to Council for the recommendation and/or options for the procurement of a solid waste contractor.

SCHEDULE FOR SELECTION

TASK	DATE
RFP Available Online	January 8, 2026
Deadline for Submittal of Questions	February 10, 2026
Staff Responses to Questions	February 17, 2026
Proposal Due	March 3, 2026
Proposal Review Period	March 4-11, 2026
Council Action for Approval of Professional Services Agreement	March 16, 2026

The schedule above is tentative and subject to change at the discretion of the City, with appropriate notice to prospective Proposers. Please check the City of San Fernando website for the latest updates at <https://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois/>. All times noted throughout the

Proposer must be available on Monday, March 16, 2026, in-person or virtually, for a possible presentation to the City Council.

METHOD OF SELECTION AND NOTICES

The City Manager's Office will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness;
- Responsiveness to City's issues;
- Experience of the firm providing similar services to other municipalities;
- Cost effectiveness; and
- Quality of proposed staff.

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email to cityclerk@sanfernando.gov in PDF format.

2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the firm, including size, location of office(s), number of years providing service, organizational structure of the division responsible, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

4. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience of similar or related services provided to other agencies. Provide a description of pertinent experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total amount billed, the period over which your Firm represented the agencies, and the name, title, and phone number of clients to be contacted for references. Include at least two (2) sample reports for similar projects prepared for other local government agencies. Describe any attributes that distinguish the services provided by your firm/individual from others that would help the City in the selection process.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's Scope of Services in this RFP and the Firm's ability to satisfy the objectives and requirements outlined in the scope. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services, and the tentative schedule for project completion. Additionally, describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

6. Include a *Proposed Staffing* Section

In this section, discuss how the Firm would propose to staff the City's requested Solid Waste Management consulting needs. Firm's key team members shall be identified by name, specific responsibilities and their qualifications. An organizational chart for the team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the City Manager's Office. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

7. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.