



MEETING DATE: January 14, 2026

FROM: Ryan Bonk

RE: Request for Proposal (RFP): Consulting services for the Solid Waste Franchise Agreement and Solid Waste Ordinance

BACKGROUND:

The city of Portola contracts for solid waste and recyclable material collection services within the city boundaries. Since 2002, Intermountain Disposal Company has provided collection services under an exclusive franchise agreement. The current agreement with franchisee expires in less than two years, on December 31, 2027.

In 2017, the franchise agreement was renewed, with a 10-year term. There is a five-year extension clause in the 2017 agreement, upon the mutual consent of the city and franchisee. There have been two city council approved amendments to the current contract: Amendment No. 1 changed the CPI month for year-over-year data from September to August for the annual rate change procedure (approved by the City Council on August 25, 2021); and Amendment No. 2 which eliminated use of customer-supplied cans (approved on April 13, 2022).

EXECUTIVE SUMMARY:

Staff believes, and our Solid Waste Consultant agrees, that it is prudent to review the 2017 amended Franchise Agreement with the goal to update and modernize the agreement. In addition, the City's Solid Waste Ordinance should be modified to harmonize it with any adopted revisions to the refuse collection franchise agreement.

In order to best accomplish this goal, staff believes that requesting proposals from qualified firms to provide the consulting services will lead to a positive outcome for the City and residents. Given the long standing history between the current franchisee, Solid Waste Consultant, and staff, it is the opinion of staff that outside assistance with the franchisee agreement and solid waste ordinance is desirable in advance with the December 31, 2027 termination of the contact for solid waste collection services.

Attached to this staff report is the proposed RFP for the City Council to consider.

FISCAL IMPACT:

Funds are available in Solid Waste Fund 730 to cover the expense of these services.

RECOMMENDATION:

Staff requests the City Council authorize release of the Request for Proposal to obtain proposals for services from qualified firms.

ATTACHMENTS:

- A. CONSULTING SERVICES SOLID WASTE FRANCHISE AGREEMENT AND SOLID WASTE ORDINANCE RFP
FINAL


City of Portola

**35 Third Ave
Portola, CA 96122**

**Consulting Services:
Solid Waste Franchise Agreement and
Solid Waste Ordinance**



REQUEST FOR PROPOSAL

	Document Name		<i>Request for Proposal (RFP)</i>	
	Document Number	F-039	Revision Letter	A
	Document Location	SharePoint	Revision Date	12/30/2025
	Document Type	Form	Council Adoption Date	NA
			Resolution No.	NA

**REQUEST FOR PROPOSAL ISSUED:
January 20, 2026**

**Proposal Due Date and Time:
February 26, 2026, at 5:00pm PST**

**NOTICE REQUESTING PROPOSALS FOR CONSULTING SERVICES:
SOLID WASTE FRANCHISE AGREEMENT AND SOLID WASTE ORDINANCE**


NOTICE IS HEREBY GIVEN THAT the City of Portola (City) will receive proposals for consulting services for the Solid Waste Franchise Agreement and Solid Waste Ordinance.

Proposals must be received no later than February 26, 2026, at 5:00pm PST at Portola City Hall, 35 Third Ave, Portola, CA 96122 (Mailing Address: P.O. Box 1225, Portola, CA 96122).

Electronic versions of proposals will also be accepted. Signed electronic proposals can be sent to Administrative Services Manager Kristen Schiavone at admin@cityofportola.com.

Proposals received after 5:00pm PST on 02/26/2026 will not be considered.

Request for Proposals and additional information can be obtained by contacting both Administrative Services Manager Kristen Schiavone at admin@cityofportola.com and Solid Waste Consultant Tom Valentino at tomvalentino.chico@gmail.com.
Please include both contacts on any emails.

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**CONSULTING SERVICES:
SOLID WASTE FRANCHISE AGREEMENT AND SOLID WASTE ORDINANCE**

REQUEST FOR PROPOSAL

1. INTRODUCTION

The City of Portola, a California municipal corporation situated in the County of Plumas (“City”), is requesting proposals from qualified firms to provide the City with consulting services related to updating and modernization of its Franchise Agreement for exclusive refuse collection services within the City and modifying its current solid waste ordinance to harmonize it with any adopted revisions to the refuse collection franchise agreement (“Project”).


The City has utilized consulting services for solid waste from the same consultant for the past 33 years. That consultant will assist the City throughout the Project.

1.1 Background Information

Since November 2002, solid waste, recyclable materials and green wastes are collected from City residents and businesses under an exclusive franchise agreement with Intermountain Disposal Company (“IMD”). In 2017, the City and IMD agreed to a 10-year extension of the franchise agreement, which currently expires on December 21, 2027. There is one additional option to extend the 2017 agreement for a period of five years beginning on January 1, 2028, upon the mutual consent of both the City and IMD.

There are approximately 2,100 residents within the City. There are approximately 120 commercial customers and 735 residential customers reported for the 3rd quarter of 2025. In 2024, 1,379 tons of residential and commercial solid waste were collected by IMD and hauled to the nearby Delleker Transfer Station, for ultimate transport to and disposal at Lockwood Landfill in Nevada. Over the past several years, the amount of refuse collection has slightly declined. However, we anticipate that solid waste for curbside collection will be about 1,400 tons in calendar year 2025.

The City has, by ordinance, mandatory refuse collection requirements at residential and commercial properties.

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2. SCOPE OF SERVICES

The City seeks consulting services related to updating and modernization of its Franchise Agreement for exclusive refuse collection services within the City through a comprehensive review of the existing Franchise Agreement and corresponding changes to its solid waste ordinance.

The current Franchise Agreement (including amendments), Solid Waste Ordinance 348, and the 2026 Refuse Collection Rates are each attached for reference.

The scope of services includes:

- A. Comprehensive review of the Franchise Agreement
 - Review should result in either recommended revisions to the current Franchise Agreement or recommendation to utilize a new form of agreement taking into consideration industry best practices
- B. Review, guidance, and revisions to specific areas of the Franchise Agreement
- C. Review, guidance, and revisions to the Solid Waste Ordinance so that it harmonizes with the Franchise Agreement

We anticipate the following meetings will be required:

- A. Up to two (2) initial virtual meetings with City Staff and current City Solid Waste Consultant
- B. Up to three (3) review virtual meetings with City Staff and current City Solid Waste Consultant


Deliverables:

- A. Revised draft of Franchise Agreement for potential RFP
- B. Revised draft of Solid Waste Ordinance

Timeline:

Final Project deliverables are due to the City by June 30, 2026.

Our goal is for a revised or new Franchise Agreement and revised solid waste ordinance to become effective commencing January 1, 2028.

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3. PROPOSAL REQUIREMENTS

A single, sealed hard copy of the signed proposal and a single, sealed hard copy of the proposed fees **(separate from the proposal)** labeled “Proposal to Provide Consulting Services for the Solid Waste Franchise Agreement and Solid Waste Ordinance for the City of Portola” must be delivered to:

Administrative Services Manager, Kristen Schiavone
 Portola City Hall
 35 Third Ave
 Portola, CA 96122
 (Mailing Address: P.O. Box 1225, Portola, CA 96122)

Electronic signed proposals and proposed fees can be submitted in lieu of signed hard copies by providing the signed proposal and pricing **in separate emails with appropriate subject lines indicating the contents** via email to Administrative Services Manager Kristen Schiavone at admin@cityofportola.com.

Proposals and proposed fees are due by 5:00PM on February 26, 2026. Proposals received after 5:00PM on February 26, 2026, will not be considered.


Proposals must contain the following:

3.1 Cover Letter

Provide a cover letter with the proposing company name, address, and individual contact information. The cover letter must be signed by a firm representative authorized to sign an agreement by and between the City and the firm.

3.2 Firm Qualifications and Profile

Describe the qualifications of the firm and the specific individuals who will provide the proposed consulting services for the Solid Waste Franchise Agreement and Solid Waste Ordinance. Include examples of similar services or projects, experience with similar sized jurisdictions, and references. Other information about the firm, including number of employees and regions/locations served will be helpful for proposal evaluations.

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3.3 Project Methodology

Describe the firm's approach that will be used to perform the Project. List any subcontractors that will be part of the Project team.

3.4 Proposed Fees

Proposed fees must be included separately from the other contents of the proposal.

Provide proposed rates by position, number of hours per position, and total lump sum not to exceed fee for the Project.

4. QUESTIONS AND ANSWERS


Prior to submitting any questions, parties interested in submitting proposals are required to submit, via email, to Administrative Services Manager Kristen Schiavone at admin@cityofportola.com, the following information:

- Name of firm
- Address
- Name of contact individual
- Email address of contact individual
- Phone number of contact individual

Questions should be submitted via email to both admin@cityofportola.com and tomvalentino.chico@gmail.com.

Questions are due no later than **February 5, 2026, at 5:00PM PST**. Questions received after this deadline will not be responded to.

Responses to questions are anticipated to be provided via email to all parties that submitted the required information above.

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5. SELECTION & EVALUATION PROCESS

Following receipt of proposals, the City will evaluate each firm's proposal based on the following:

- Completeness and responsiveness to the RFP
- Qualifications of the firm and individuals who will provide the services to perform the Project
- Experience with similar projects and/or jurisdictions of a similar size with similar requirements
- Proposed methodology and approach to perform the Project
- Proposed fees (after consideration of the above factors)
- Interviews with proposers (30 minutes with the Project team)

The City anticipates that the Portola City Council will review and possibly take action on the selection of a consultant and award of contract for the Project in March 2026.

6. ATTACHMENTS

- 2017 Franchise Agreement with Amendments 1 & 2
- Solid Waste Ordinance 348
- 2026 Refuse Collection Rates