

Mayor and Council Communication

DATE: 09/01/20

M&C FILE NUMBER: M&C 20-0627

LOG NAME: 23SOLID WASTE PROCUREMENT PROCESS CONSULTING SERVICES

SUBJECT

(ALL) Authorize a Professional Services Agreement for Consulting Services for the Solid Waste and Recycling Contract Procurement with Burns & McDonnell for the Code Compliance Department in the Amount of \$469,850.00 and Adopt Appropriation Ordinances

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize a professional services agreement for consulting services for residential solid waste, recycling, yard waste and other related solid waste services contract(s) procurement with Burns & McDonnell for the Code Compliance Department in the amount of \$469,850.00.
 2. Adopt the attached appropriation ordinance increasing appropriations within the Solid Waste fund in the amount of \$469,850.00 and reducing the Net Position by the same amount for the purpose of transferring to the Solid Waste Capital Projects fund for the Residential Request for Proposals Consulting project; and
 3. Adopt the attached appropriation ordinance increasing receipts and appropriations within the Solid Waste Capital Projects fund in the amount of \$469,850.00 for the Residential Request for Proposals Consulting project (City Project No. 102880) transferred from the Solid Waste fund.
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DISCUSSION:

In 2003, the City implemented its current Solid Waste Management Program with specific innovative program designs, such as garbage and recycling carts, standard single-stream recycling and separate yard waste collections and contractor performance measures. The five (5) related residential contracts (collections; recycling processing; yard waste mulch/compost processing; cart purchasing, services and maintenance; and Drop Off Station container hauling) have been extended in the past, but have terms expiring in 2023. City staff has utilized the proposed consultant, Burns & McDonnell in evaluating the City's current contracts and benchmarking comparable market rate service contracts. Through such evaluation, Burns & McDonnell determined the City would be better served through advancing a procurement effort for all contractual services in advance of the next renewal period (2023-2033) and to help the City evaluate all available options. City staff is recommending that Burns & McDonnell now assist in the development, evaluation, and execution of a Request For Proposal (RFP). Staff will also seek the advisement of an internal committee developed from key leaders from various departments.

Burns & McDonnell will develop a comprehensive RFP and help evaluate responses for the City's residential solid waste and recycling collection options for the following services: residential collection, recycling processing, cart purchase & maintenance, drop-off station hauling, and mulch/compost operations. Included in this scope of work, Burns & McDonnell will develop the initial data request and review, conduct workshops, provide stakeholder engagement services, prepare procurement documents, evaluate proposals, facilitate proposer interviews, assist with contract negotiations, provide staff for City Manager and City Council meetings, and provide any additional services deemed necessary during the process. This process will be completed in a timeframe that would allow future facilities and infrastructure to be developed in advance of the 2023 deadline, allowing sufficient time for contractors to build new facilities as needed to meet the City's needs. In addition, the process will utilize a methodology to allow multiple proposers to submit proposals on some or all of the various programs and supporting the most competitive process possible.

Funding for this project was not included in the FY2020-2024 Capital Improvement Plan (CIP) due to decision change. The action in this M&C will amend the FY2020-2024 Capital Improvement Plan.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available in the Solid Waste fund and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in the Solid Waste Capital Projects fund for the Residential RFP Consulting project to support the the approval of the authorization of the professional services agreement. Prior to an expenditure being incurred, the Code Compliance Department has the responsibility of verifying the availability of funds.

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