



# City of San Antonio

## Agenda Memorandum

**File Number:**17-4865

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**Agenda Item Number:** 17.

**Agenda Date:** 9/7/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Solid Waste Management Department

**DEPARTMENT HEAD:** David W. McCary, CPM

**COUNCIL DISTRICTS IMPACTED:** City-wide

### **SUBJECT:**

On Call Solid Waste Consulting Services Agreement

### **SUMMARY:**

This Ordinance authorizes the execution of three On Call Solid Waste Consulting Services agreements with Burns & McDonnell Engineering Company Inc., MSE Group, LLC, and Resource Recycling Systems, Inc. The total amount for all three agreements is not to exceed \$150,000.00 per year. The agreements shall be used by the Solid Waste Management Department (SWMD) on an as needed basis to provide objective, third-party advice to enable SWMD to make decisions regarding the collection, disposal and recycling of municipal solid waste. The initial term will be for three years, with the option in the City's favor for one additional two-year renewal term beginning October 1 of the subsequent year. If the renewal is executed, the total value of the contract will be not to exceed \$750,000.00. Funds will be deposited in accordance with the Solid Waste Operating and Maintenance Fund.

### **BACKGROUND INFORMATION:**

SWMD utilizes a consultant to assist in providing professional consulting services in the area of municipal solid waste operations and strategies. The primary role of the consultant is to provide objective, third-party advice and counsel that will enable the City to make well-informed and educated decisions regarding the City's approach to the collection, disposal and recycling of municipal solid waste.

Under these agreements, the consultant will be asked to assist the City with developing and evaluating various aspects of the City's current recycling and solid waste operations and programs, as well as other solid waste and recycling issues which may be identified by the City. While the City may ask the consultant to address other issues as they arise, the primary focus for the consulting services will be to provide advice and assistance with

the City's:

- Long Term Multi-Year Recycling and Resource Recovery Plan
- Recycling Contamination Reduction Plan
- Recycling Processing Audits
- Waste Characterization Studies
- Long Term Landfill Disposal Contract Analysis
- Customer Rate Analysis

SWMD and the Purchasing division of the Finance Department jointly developed a Request for Proposals ("RFP") which was issued January 18, 2017. Proposals from four firms were received by the deadline. They were all evaluated in conformance with the criteria contained in the RFP.

The evaluation of each proposal was based on a total of 100 points: 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 25 points allotted for SBEDA (SBE Prime Contract Program, 10 points; LLP, 10 points; and VOSB, 5 points). A summary of the RFQ scoring is attached.

Based on the evaluation conducted by members of the review panel, three respondents are recommended for contract award: Burns & McDonnell Engineering Company, Inc., MSE Group, LLC, and Resource Recycling Systems, Inc. The final recommendation considered both the panel scores and the SBEDA scores, in conformance with the stated criteria.

The initial term of the agreements shall be for a period of three years. One optional two-year extension will also be authorized by this ordinance, subject to City Council approval and funding availability. There is no minimum contract value guaranteed by the agreements. The maximum value for all three agreements is not to exceed \$150,000.00 annually or \$750,000.00 if the extension is exercised.

This contract was developed utilizing a formal request for proposals process; therefore, as required by the Ethics Ordinance, the Discretionary Contracts Disclosure Form for each respondent is included herein as an attachment.

## **ISSUE:**

The On Call Solid Waste Consulting Services agreements are to be used on an as needed basis. Due to the highly regulated and complex nature of the solid waste industry, and the quantity of work, it is necessary to hire a consultant to assist the City with developing and evaluating various aspects of the City's current recycling and solid waste operations and programs, as well as other solid waste and recycling issues which may be identified by the City and reporting on various, as yet to be named, projects.

## **ALTERNATIVES:**

Delaying or not approving the execution of the agreements would require City staff to find an alternate method, by either employing additional professional City staff, or performing additional solicitations for contractors, in order to perform the work required. The City does not have permanent in-house resources to perform all of the tasks outlined above.

## **FISCAL IMPACT:**

Funds for the agreements are available in the Solid Waste Operating and Maintenance Fund. The Solid Waste

Management Department has authorization to encumber funds with a purchase order in accordance with the contract.

**RECOMMENDATION:**

Staff recommends approval of this ordinance to authorize three On Call Solid Waste Consulting Services Agreements with Burns & McDonnell Engineering Company, Inc., MSE Group, LLC, and Resource Recycling Systems, Inc., for a total amount not to exceed \$150,000.00 annually. The grand total for the On Call Solid Waste Consulting Services Agreement will not exceed \$750,000.00 over the lifespan of the agreement if all renewals options are exercised by the City.