

MEMORANDUM

Engineering Division



To: Honorable Mayor and City Council
Through: Thomas C. Williams, City Manager
From: Steven J. Machida, Director of Engineering
Subject: Status Update on the Solid Waste Disposal Request For Proposals
Date: January 8, 2016

Recommendation: Conduct a special meeting on Tuesday, January 12, 2016 regarding Request For Proposals for solid waste disposal.

Background: This memorandum provides a status update on the Request For Proposals (RFP) for the solid waste program. The City has retained HF&H Consultants to oversee the procurement process. The proposal process was divided into two steps, with review of the solid waste disposal proposals first and review of collection proposals to follow. Two solid waste disposal proposals were received by the October 27 deadline. HF&H performed a preliminary review to verify compliance with the RFP requirements. A staff evaluation team then reviewed the proposals to determine technical merit, ability to serve the community, and visited the sites.

Staff recommends that Council conduct a special meeting where: 1) staff provides an update on the progress to date; 2) the two proposers for solid waste disposal explain their proposals, including experience, technical approach, and environmental considerations; and 3) the public is invited to provide comments. The focus of the discussion shall be technical; costs shall not be discussed at this time. The Council will not be selecting contractors or making other decisions on January 12.

Next steps: After comments have been received, the consultant team will begin negotiations with the two proposers.