

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 Collection Request For Proposals
Date: May 16, 2016

Recommendation: Conduct a special meeting on Monday, May 23, 2016 regarding Request For Proposals for solid waste collection.

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 award of the solid waste disposal proposals first and review of collection proposals second. Six solid waste collection proposals were received by the October 27, 2015 deadline. HF&H performed a preliminary review to verify compliance with the RFP requirements. A staff evaluation team is reviewing the proposals to determine technical merit, ability to serve the community, and will be conducting site visits.

Staff recommends that Council conduct a special meeting where: 1) staff provides an update on the progress to date; 2) the proposers for solid waste collection 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 May 23.

Next steps: After comments have been received, the evaluation team will complete its review and the consultant team will begin negotiations with the proposers.