



Item No. 12 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 15 , 2019

SUBJECT: AUTHORIZE RELEASE OF REQUEST FOR PROPOSAL FOR PROCUREMENT ASSISTANCE FOR SOLID WASTE AND RECYCLING SERVICES

RECOMMENDATION

Authorize staff to release a Request for Proposal (RFP) for Procurement Assistance for Solid Waste and Recycling Services.

BACKGROUND

The Town currently has a Franchise Agreement with Recology San Mateo County (Recology) that expires in December 2020. As a member of the South Bayside Waste Management Authority (SBWMA), the Town has participated in negotiation of a 15-year extension of that Agreement via an Amended and Restated Franchise Agreement.

However, prior to moving forward with that extension, the Council has asked for the opportunity to evaluate an alternative service provider based on the current services provided by Recology. At the conclusion of the bid process, the Town could opt to approve the Amended and Restated Franchise Agreement with Recology or select an alternative service provider.

FINDINGS/ANALYSIS

The attached RFP seeks to find a consultant that can provide the Town with procurement assistance services for solid waste collection, recycling, processing, and disposal services.

The consultant's overall responsibility will be to provide technical assistance to staff and the City Council in preparing the Solid Waste contract and Franchise Agreement Request for Proposals, managing the RFP process, development of written reports with recommendations to the City Council, presentations at City Council meetings, and the development of the contract and franchise agreement. Proposers are expected to define the specific scope of work based on their knowledge and experience in similar processes. Staff anticipates proposers will use the proposed Amended

and Restated Franchise Agreement with Recology as the basis for procurement bids so that evaluation of alternative service providers would balance against currently proposed services.

The consultant's work schedule would begin immediately upon contract award (expected: June 19, 2019). All phases of the work should be completed by March 31, 2020. It is understood that the overall schedule will depend on responsiveness and decisions of the parties.

POLICY FOCUS

Prior meetings of the Council have focused on the Amended and Restated Franchise Agreement. At the last meeting, the Council asked that staff return with an RFP to solicit procurement assistance. Attached is that RFP. If the Council desires to move forward with the Amended and Restated Franchise Agreement with Recology, the Council policy focus should be on that issue.

FINANCIAL IMPACTS

None at this time. It is anticipated that the cost of any selected provider would be paid from the Refuse Stabilization Fund. The cost of the anticipated services are unknown at this time.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

Request for Proposal for Procurement Assistance Services

TOWN OF ATHERTON



Request for Proposals
for
Solid Waste Procurement Assistance

City Clerk
91 Ashfield Road
Atherton, CA 94027

Released: May 15, 2019
Proposals Due: 5 pm, June 10, 2019

A. Background and Overview

The Town of Atherton currently has a Franchise Agreement with Recology San Mateo County (Recology) that expires in December 2020. The Town, as a member of the South Bayside Waste Management Authority (SBWMA), has participated in negotiation of a 15-year extension of that Agreement via an Amended and Restated Franchise Agreement.

However, prior to moving forward with that extension, the Town would like to evaluate the opportunity for an alternative service provider based on the current services provided by Recology. At the conclusion of the bid process, the Town could opt to approve the Amended and Restated Franchise Agreement with Recology or select an alternative service provider.

The SBWMA, founded in 1982, is also known as RethinkWaste. The SBWMA is a joint powers authority of twelve public agencies (Atherton, Belmont, Burlingame, East Palo Alto, Foster City, Hillsborough, Menlo Park, Redwood City, San Carlos, San Mateo, the County of San Mateo and the West Bay Sanitary District) in San Mateo County. RethinkWaste owns and manages the Shoreway Environmental Center which receives all of the recyclables, organics, and garbage collected in the service area. Information regarding the SBWMA and RethinkWaste can be found on the Authority website – www.rethinkwaste.org.

B. Scope of Work

The purpose of this Request for Proposals (RFP) is to identify a consultant that can provide the Town with procurement assistance services for solid waste collection, recycling, processing, and disposal services.

The consultant's overall responsibility will be to provide technical assistance to Town staff and the City Council in preparing the Solid Waste contract and Franchise Agreement Request for Proposals, managing the RFP process, development of written reports with recommendations to the City Council, presentations at City Council meetings, and the development of the contract and franchise agreement. Proposers are expected to define the specific scope of work based on their knowledge and experience in similar processes. The Town anticipates proposers will use the proposed Amended and Restated Franchise Agreement with Recology as the basis for procurement bids so that the Town may evaluate alternative service providers against currently proposed services.

The consultant's work schedule will begin immediately upon contract award (expected: June 19, 2019). All phases of the work should be completed by March 31, 2020. It is understood that the overall schedule will depend on responsiveness and decisions of the parties. However, it is requested that the proposal include a reasonable estimation of time requirements for various phases of the process based on the consultant's past experience (see C-4 below).

C. Proposal Content

The proposal should include the following:

1. Key Personnel – Identify all personnel who will be assigned to work on this project. Include a description of their qualifications and experience.
2. Subcontractors – Identify any work that will be subcontracted. Include firm qualifications and key personnel for any subcontractors.
3. Project Work Plan – A description of project understanding, detailed approach, and methodology. List specific tasks and any specific considerations or options.
4. Project Schedule – Propose a timeline for completion of the project, and include start date, milestones, and target completion date. Any assumptions regarding turnaround time for City Council meetings should be clearly noted.
5. Fee Information – Provide fee information that ties tasks to specific fee. Provide a description of the level of effort required, listing the estimated hours required for each task in the Scope of Services, hourly rates of personnel, and expected incidental expenses such as travel, supplies, and communications. Identify the fee that will be charged for additional public or City Council meetings not identified in the scope of service provided here. Identify specific hourly fees for assistance during the negotiation process.
6. References – Include a list of contracts completed under which services similar to those required by this RFP were performed. An emphasis should be placed on projects undertaken within the past three years and those projects undertaken for public agencies located in similar size communities.
7. Disclosure – Proposer shall disclose the names, addresses, and contact names of waste haulers and private landfill operators it has provided services to or contracted with during the past ten years.
8. Agreement and Insurance Requirements – The Town’s standard professional services agreement and the insurance requirements are attached to the RFP. The consultant will be expected to sign the standard professional services agreement and provide the required insurance documentation upon award of the contract. Identification of any requirements in the agreement that the consultant will object to must be identified when responding to the Request for Proposals.

D. General Terms and Conditions

1. The Town reserves the right to reject any and all proposals.
2. The Town will not be responsible for any costs incurred by respondents in the preparation and submittal of a response to this request. It is anticipated that the City Manager will make a recommendation to the City Council on June 19, 2019, or soon thereafter, to award the agreement based on the City’s standard professional services agreement.

3. The Town reserves the right to modify the scope of the project at any time, with appropriate fee adjustments to be negotiated.
4. Documents and findings (regardless of format) that are associated with this project shall be the property of the Town.
5. Proposal shall remain effective for 90 days beyond the submitted date.

E. Submittal and Review Process

1. Applicant questions: All questions regarding the RFP shall be submitted in writing to George Rodericks, City Manager at grodericks@ci.atherton.ca.us. Questions and responses will be posted on the Atherton Town website.
2. Submittal Deadline: June 10, 2019, 4 pm. Late submittals will not be accepted.
3. Format and Delivery: Submit five (5) letter-sized copies with one (1) unbound copy of the proposal to:

City Clerk
Town of Atherton
91 Ashfield Road
Atherton, CA 94027
4. E-mail a PDF copy to George Rodericks at grodericks@ci.atherton.ca.us.
5. Submittals will not be returned.
6. One (1) copy of the cost proposal shall be submitted in a separate sealed envelope at the same time as submittal of the proposal.
7. The Town reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.
8. The Town reserves the right to short list the most qualified firms for consideration during the RFP process.
9. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm or should that firm fail to execute the Town's Agreement.

Proposed Timeline

May 16, 2019
May 28, 2019 – 4 pm

RFP available on Town of Atherton website
Submission deadline for written questions

June 3, 2019
June 10, 2019, 4 pm

Responses to written questions available on Town website
Technical and Cost Proposals due

Week of June 10, 2019
June 19, 2019

Interviews with highest ranked proposers (if necessary)
Recommendation to City Council

Evaluation Criteria

Firm qualifications	30%
Understanding of Project Issues and Expected Results	50%
Quality of Proposed Work Plan	10%
Quality of References	10%

Attachments

Current Amended and Restated Franchise Agreement