



Item No. 13 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: THE HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MARCH 18, 2020

SUBJECT: APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH R3 CONSULTING GROUP FOR SOLID WASTE NEGOTIATIONS AND CONTRACTING SERVICES ASSISTANCE

RECOMMENDATION

Authorize the City Attorney to prepare and City Manager to execute an amendment to agreement with R3 Consulting Group, Inc. for Solid Waste Negotiations and Contracting Services Assistance, in the total amount of \$29,250.

BACKGROUND

In May 2019, the Town released a Request for Proposal (RFP) for Solid Waste Procurement Assistance. The Town has a Franchise Agreement with Recology San Mateo County (Recology) that expires in December 2020. In June 2019, the Town awarded a professional services agreement to R3 Consulting Group, Inc. to provide solid waste procurement assistance. The scope of work under the initial \$49,700 proposal encompassed documentation of existing services and cost, preparation of a RFP for solid waste services, management of the RFP process, and development of a written report and summary for Council consideration. In February 2020, the Council reviewed the response to the RFP and directed staff to begin negotiations in earnest with GreenWaste Recovery Services (GWR).

Staff recommends that R3 Consulting Group, Inc. continue to assist the Town with those negotiations and development of a franchise agreement for solid waste services.

ANALYSIS

R3 Consulting Group, Inc. has prepared the attachment amendment proposal to provide solid waste negotiations and contracting services assistance. R3 will develop a draft and final franchise agreement with GWR; conduct negotiations on behalf of the Town with GWR; conduct analysis required to prepare the franchise agreement for Council consideration; and attend and present at

the necessary Council meetings for consideration.

Staff has reviewed the proposal and scope of work and found it to be in line with expectations.

POLICY FOCUS

The City Council Subcommittee will continue to be engaged on this issue as the Town moves forward with negotiations with GWR. However, staff and R3 will conduct the primary negotiations.

To coincide with the end of the Franchise Agreement, a Notice of Intent will be sent to the South Bayside Waste Management Authority (SBWMA). Other issues related to withdrawal will also be necessary, to include a vote of the SBWMA member agencies and liquidation of all existing debts, obligations, and liabilities.

FISCAL IMPACT

Funding for this item will come from the Town's Rate Stabilization Fund.

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.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- PMC - Civic Center Advisory Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)

ATTACHMENTS

1. R3 Consultants, Inc. Proposal

Northern California Office

1512 Eureka Road, Suite 220, Roseville, CA 95661
Tel: 916-782-7821 | Fax: 916-782-7824

San Francisco Bay Area Office

2600 Tenth Street, Suite 424, Berkeley, CA 94710
Tel: 510-647-9674

March 6, 2020

Mr. George Rodericks
City Manager, Town of Atherton
150 Watkins Ave.
Atherton, CA 94027

Subject: Proposal to Provide Solid Waste Negotiations and Contracting Services

Dear Mr. Rodericks:

R3 Consulting Group, Inc. (R3) is pleased to submit this proposal to provide franchise agreement negotiation and agreement development/drafting services to the Town of Atherton (Town). As you are aware, R3 has a current agreement with the Town, which was awarded to R3 as a result of the Town’s Request for Proposals (RFP) for solid waste procurement services. Via this new proposal, and at the Town’s request, we propose to amend our current \$49,700 agreement with the Town to include:

1. Development of draft and final franchise agreement with GreenWaste Recovery – estimated at \$9,750 for up to 50 hours of work.
2. Conduct negotiations with GWR on behalf of and including Town staff and Council subcommittee members, including meetings with Town staff and Council members separately from GWR as necessary – estimated at \$9,750 for up to 50 hours of work.
3. Conduct additional analysis to prepare for Council consideration of adoption of a franchise agreement with GreenWaste Recovery – estimated at \$4,875 for 25 hours of work.
4. Prepare additional analysis, memos, and presentations and attend Council meetings where adoption of franchise agreement with GreenWaste Recovery would be heard – estimated at \$4,875 for 25 hours of work.

In all, R3 proposes an amendment to our agreement with the Town to increase the not-to-exceed budget by \$29,250 for a resulting total not-to-exceed amount of \$78,950. R3 only bills for hours worked, so actual billings may be less than the total not-to-exceed amount if fewer R3 work hours are necessary.

* * * * *

We appreciate the opportunity to submit our proposal to the Town. Should you have any questions regarding our proposal or need any additional information please contact me by phone at (510) 292-0853 or by email at gschultz@r3cgi.com. As Principal at R3, I am authorized to contractually obligate R3 and negotiate contracts on behalf of the organization.

Sincerely,

R3 CONSULTING GROUP



Garth Schultz | Principal