



**DATE:** September 4, 2018

**CATEGORY:** New Business

**DEPT.:** Public Works

**TITLE:** **Zero Waste Planning and Agreement Development Support – Authorize Professional Services Contract**

### **RECOMMENDATION**

Authorize the City Manager to execute a professional services agreement with Abbe & Associates to provide zero waste planning and new solid waste agreement development support, Projects 18-57 and 19-42, in a not-to-exceed amount of \$356,800.

### **BACKGROUND**

At the [April 24, 2018](#) Council Study Session regarding the City's solid waste agreements, staff outlined a process to develop new collection, processing, and disposal agreements for the period following expiration of the current agreements in 2021. Establishing new agreements for the post-2021 time period will be a multi-year effort involving two separate, but related, evaluation processes. The first is a process led by the City of Sunnyvale related to the future of the SMaRT<sup>®</sup> Station. This project includes strategic planning for future partnerships, facility inspection, needs assessment, identification of post-2021 improvements, and conceptual design for priority improvements. This work will determine which of the participating agencies wish to continue in a Memorandum of Understanding (MOU) arrangement, identify potential new partners, and define a collective vision as to the facilities and services the SMaRT Station should provide in the future.

The second process involves evaluation by the City of Mountain View of its own future collection, processing, and disposal needs and is the subject of this professional services agreement. The tasks to be completed under this agreement include updating the City's zero waste analysis, identifying diversion needs, developing processing and disposal options, choosing criteria for evaluating those options, and, once it has been determined what the City's service needs are, development of necessary bid solicitations, agreement extensions, or modifications (including a possible new SMaRT Station MOU).

## **ANALYSIS**

In June 2018, a Request for Proposals (RFP) was issued to 17 firms. Three proposals were received, each consisting of teams comprised of multiple firms and/or individuals. A review panel of Public Works and Finance and Administrative Services Department staff deemed Abbe & Associates the best-qualified firm based on the merits and value of their proposal, experience, and demonstrated competence with similar projects.

Abbe & Associates' proposed scope of services and fees for the project is provided in Attachment 1. The not-to-exceed contract amount of \$356,800 includes pricing for three different assumed scenarios for development of new solid waste agreements. A brief discussion of the work tasks to be completed is provided below.

### **Task 1: Project Coordination**

Abbe & Associates will coordinate and oversee all work of subconsultants, conduct quality assurance of all work products, and facilitate project coordination between City staff and the consultant team.

### **Task 2: Waste Characterization**

Waste characterization involves examining the actual composition of discarded waste in a statistically relevant manner. This information can help determine further efforts that can be made to reduce landfilled waste. For this study, the focus will be on the single-family, commercial, and construction sectors. For the single-family sector, the sampling will determine "capture rates." A capture rate indicates what proportion of a material type is being placed in the correct container and can identify which materials to focus on to increase diversion. Analysis of the commercial samples will indicate how much recyclable and compostable material is still being placed in the trash. A review of construction and demolition (C&D) debris being landfilled will help the City understand if changes to C&D regulation would increase diversion. Multi-family waste will not be a primary focus at this time because the programs for this sector have not changed much since the last study was done in 2010, and a food scraps pilot will launch soon and will have its own analysis.

### Task 3: Zero Waste Action Plan

The Action Plan will utilize the information obtained from the waste characterization study, along with other data and program information, to identify strategies and tactics for:

- Maximizing participation in existing programs;
- Reducing generation of nonrecyclable and noncompostable materials. The City’s polystyrene foam ordinance (which prevents take-out food from being packaged in foam) is an example of one way to reduce generation of a nonrecyclable material. Future efforts would likely address things like plastic straws and packaging; and
- Maximizing reduction in overall materials generation. For example, encouraging reusables over disposables, such as was done with the City’s reusable bag ordinance. The Plan may identify other materials to target through education or regulation.

Proposed program and policy costs, timing, diversion amounts, and environmental impacts will be identified. Public input will be obtained through the use of stakeholder, focus group or general public meetings, and possibly surveys.

### Task 4: Contracting Options

The contracting options report will analyze the contractual impacts and needs associated with implementing any new waste reduction and diversion options identified in the Zero Waste Action Plan. A minimum of three contracting options will be analyzed in detail, which could possibly include:

- *Status Quo* – Continue with the SMaRT Station MOU, Recology collection contract, and Waste Management disposal agreement, assuming successful renegotiation of these agreements.
- *Full Procurement* – Issue a bundled RFP for new collection, processing, and landfill disposal services. Typically, hauling companies will submit proposals with subcontracting for processing and landfill. This process is the most intensive of the three possible options and requires the longest timeline to complete.

- *Hybrid Approach*—Some combination of continuing with existing services and procuring some new services. For example, continuing with Recology Mountain View for collection, and some processing and/or transfer services through the SMaRT Station, but conducting procurement for some selected processing services and disposal.

A financial and operational analysis for each scenario, identifying pros and cons and a ranking based on evaluation criteria, will be included.

#### Task 5: Contract Development and Support

Support will be provided as required based on the option selected by the City Council. This support could include renegotiation of one or more of the existing service agreements and/or procurement for one or more new service agreements. Three scenarios are anticipated by the budget (as noted above), with the maximum budget available to execute one full procurement process for all services.

#### Task 6: Environmental Documentation

An Initial Study/Negative Declaration will be prepared to support adoption of the Zero Waste Action Plan.

#### Task 7: Special Technical Studies (optional)

Consultant may be directed to perform special studies or analyze specific environmental benefits or impacts of a program or policy, such as greenhouse gas emissions or refuse rate surveys.

#### Project Schedule

Abbe & Associates will begin work immediately upon approval of this contract. Tasks 2 and 3, related to zero waste planning, are anticipated to be completed by mid-2019. Completion of the contracting options analysis (Task 4) will be somewhat dependent on when results of the SMaRT Station evaluation being conducted by the City of Sunnyvale are available, but is anticipated to be completed shortly after or concurrent with the zero waste planning. Timing for the development of the new solid waste agreements (Task 5) is dependent on the City's selection of an option, but in any case should be completed no later than the end of 2020, allowing a minimum one-year transition period from the current to the new agreements. All work will be completed

no later than June 2021, allowing time for any of the optional task work (Task 7) to be completed as needed.

**FISCAL IMPACT**

Solid Waste Agreements, Projects 18-57 and 19-42, are funded with a total of \$380,000 from the Solid Waste Fund, sufficient to fund the recommended agreement. If the recommendation is approved, the agreement will be funded with \$65,700 from Project 18-57 and \$291,100 from Project 19-42, for a total project budget of \$356,800.

**ALTERNATIVES**

1. Do not approve the recommended contract and direct staff to issue a new RFP.
2. Direct staff to make amendments to the proposed scope of services.
3. Do not proceed with the project at this time.

**PUBLIC NOTICING** – Agenda posting.

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944-09-04-18CR

Attachment: 1. Abbe & Associates Scope of Services and Fee Schedule