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Title: Award of a Consultant Services Agreement not to exceed \$139,000 to Clements Environmental Corporation, pertaining to a feasibility study relating to the siting and planning of a residential convenience center drop-off location (Bid File 9388) (Citywide)

Sponsors: Department of Public Utilities

Indexes:

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Attachments: 1. 2017-03-09 AGREEMENT Clements.pdf

Date	Ver.	Action By	Action	Result
3/9/2017	1	City Council	approved	Fail

REPORT TO THE CITY COUNCIL

March 9, 2017

FROM: THOMAS C. ESQUEDA, Director
Department of Public Utilities

BY: JERRY L. SCHUBER SR., Assistant Director
Department of Public Utilities - Solid Waste Management Division

SUBJECT

Award of a Consultant Services Agreement not to exceed \$139,000 to Clements Environmental Corporation, pertaining to a feasibility study relating to the siting and planning of a residential convenience center drop-off location (Bid File 9388) (Citywide)

RECOMMENDATION

Staff recommends that the Fresno City Council authorize the Director of the Department of Public Utilities or designee(s) to execute an agreement with Clements Environmental Services for a study of feasibility related to the siting and planning of a residential convenience center as outlined in the Request for Proposal (RFP) issued by the City (Bid File 9388).

EXECUTIVE SUMMARY

In September 2016, the City distributed RFP Bid File 9388, seeking consultant proposals to develop

a feasibility study to identify locations for a residential convenience center. The RFP called for the introduction of a location which would provide an ongoing and convenient way for residents to dispose of bulky trash and recyclable items at a location open year-round. It is expected that the creation of a convenience center will reduce illegal dumping and complement our current Operation-Clean Up service. One proposal was received for Bid File 9388. An interview of the proposer was held on December 14, 2016 to discuss the goals of the project.

BACKGROUND

In addition to the City's one-time per year clean-up of residential locations through the use of Operation-Clean Up Program and in an effort to curb illegal dumping which is prevalent throughout the City of Fresno, a Residential Convenience Center will accept the following materials from the City's residential utility customers:

- Bagged garbage
- Recyclables
- Bulky trash
- Brush
- Yard trimmings
- Tires
- Old furniture
- Minor remodeling debris
- Appliances such as refrigerators and air conditioners
- Appliances that do not contain gasoline or oil
- Electronics including computers and televisions

The Residential Convenience Center will have the following restrictions:

- Waste loads must be tarped or secured to prevent litter during transport
- Single-axle trailers only
- No commercial vehicles or business waste
- No concrete, rock, dirt or ceramic tile
- No loose trash or leaves
- No explosives or ammunition
- No roofing material (residential or commercial)
- No hazardous waste
- No landscaper or contractor waste
- Residents must unload their own materials and place them in the appropriate waste container

I. SCOPE OF SERVICES

There will be two phases to the Residential Convenience Center Feasibility Study:

Phase 1

Phase 1 may include the following elements:

1. Concept Plan
2. Regulatory Requirements
3. Policy Development
4. Management Plan
5. Location Analysis

6. Site Plan Drawings
7. Preliminary Five-Year Business Plan and Cost Projections
8. Funding Methods Available
9. Rate Method Evaluation
10. Cost/Rate Model
11. Rate Ordinance (draft)
12. Billing System Evaluation
13. Data / Billing System Policies
14. Public Outreach Plan Development
15. Stakeholder Process
16. Project Management
17. Final Report / Presentation
18. Regular Project Meetings

Phase 2

Upon completion of Phase 1, the consultant will prepare a draft report for review by City staff. After staff comments have been incorporated, the consultant will prepare a final draft and present the results to the City Council. After City Council comments have been addressed and incorporated, the consultant will prepare a Final Residential Convenience Center Feasibility Study report.

Additional Services

The City may also request the following additional documents and services:

- Public Education Brochure: Prepare a public education brochure describing the City's proposed Residential Convenience Center
- Electronic Slide Presentation: Prepare an electronic slide presentation suitable for use at meetings with civic and neighborhood organizations.
- Participation in Meetings with Media, Service Organizations, and User Groups: Join members of the City staff in meetings with media, service clubs and other interested groups. The purpose of these meetings will be to explain the Residential Convenience Center concept and respond to questions.

This project is a first of its kind in the City of Fresno, but is a model being used in many other jurisdictions throughout the United States.

REQUEST FOR PROPOSAL PROCESS

In September 2016, the City distributed RFP Bid File 9388, seeking proposals for the citing and feasibility of a residential convenience center. The proposal due date was established as October 28, 2015, and the City received one proposal on that date in response to RFP Bid File 9388. An interview was scheduled to discuss the proposal with the respondent on December 14, 2016.

Committee Members

Solid Waste Management Division Staff, with the assistance of a committee reviewed the submission to RFP Bid File 9388.

- John Thompson, Deputy Director, Fresno County, Public Works and Planning
- Michael Greenberg, Senior Staff Analyst, Fresno County, Public Works and Planning
- Jerry Schuber, Assistant Director, City of Fresno, Department of Public Utilities
- Bonique Emerson, Planning Manager, Development Department/Current Planning
- Scott Mozier, Public Works Director, Public Works Department/Admin CAP Administration

Committee Findings

The goal of this Request for Proposal (RFP) was to solicit proposals to receive, process, and reuse co-mingled recyclable materials and green waste materials.

Evaluation committee agreed that the proposal met the requirements of the RFP as well as the proposer is qualified to meet the City's requirements for completing the feasibility study. Specific emphasis on the engagement of and outreach to the community was identified.

COMMITTEE RECOMMENDATION

Clements Environmental Corporation submitted a proposal in response to an RFP Bid File 9388 issued by the City the feasibility study related to a Residential Convenience Center.

The Committee recommends that the Fresno City Council authorize the Director of the Department of Public Utilities or designee(s) to execute a Consultant Services Agreement for the residential feasibility study in an amount not to exceed \$139,000 (One Hundred Thirty-Nine Thousand Dollars) developed with the assistance of and approval as to form by the City Attorney's Office.

ENVIRONMENTAL FINDINGS

This is not a "project" for the purposes of CEQA pursuant to CEQA Guidelines § 15378(b) (4), as it is a fiscal governmental action that will not result in direct or indirect physical changes to the environment.

LOCAL PREFERENCE

Local preference was not considered because there was only one proposer.

FISCAL IMPACT

This project has no financial impact on the General Fund. Fiscal impact to the Solid Waste Enterprise Fund No. 41001 will be a not to exceed sum of \$139,000 and is available in the FY17 budget. Future costs associated with land acquisition, design build contracts, and equipment will be brought back to Council for consideration after the study has been completed.

Attachment:
Agreement