

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: October 15, 2024

=====

To: Honorable Mayor and City Councilmembers
From: Solid Waste Ad Hoc Committee and Solid Waste Proposals Evaluation Panel
 Mary Gourley, Assistant City Manager/City Clerk
Subject: Authorize Solid Waste Ad Hoc Committee and Evaluation Panel to Select a Top Ranked
 Proposer and Authorize Staff to Proceed into Negotiations

=====

RECOMMENDATION:

Authorize the Solid Waste Ad Hoc Committee and Solid Waste Proposals Evaluation Panel to select a top ranked proposer and authorize staff to proceed to negotiate agreement with a top ranked proposer. The proposed agreement will be brought forward for City Council approval prior to execution.

SUMMARY:

On February 20, 2024, the Council directed City staff to pursue a competitive request for proposals (RFP) process for solid waste collection services provided in the City, selecting R3 Consulting Group (R3) to conduct the procurement process. On August 6, 2024, the City Council approved creation of an Ad Hoc Committee (Councilmembers Maurer and McLewis) for the purpose of proposal evaluation and conducting interviews with proposers to the RFP process. At that time, the Ad Hoc Committee (Committee) and City Manager were also authorized to create an Evaluation Panel (Panel) comprised of the Committee members and key City staff with oversight responsibility for solid waste services.

The Committee and Panel are making good progress evaluating proposals, and evaluations are expected to be completed soon. The Committee and Panel recommend that the Council authorize the Committee and Panel to select a top ranked proposer and recommend that the Council authorize staff to proceed to negotiate agreement with a top ranked proposer. The Council will receive a report and presentation covering the evaluation process, comparison of outcomes, and rationale for selecting a top ranked proposer after conclusion of negotiations. The Council and the public will also be able to review the final agreement, a draft of which was released publicly with the RFP in June 2024, prior to Council approval and execution of final agreement.

DISCUSSION:

Two proposals were submitted in response to the RFP – one from the incumbent services provider, Recology Sonoma Marin, and one from Sonoma County Resource Recovery, which provides solid waste services in the Town of Windsor. Both proposals were responsive to the RFP, both passed pass/fail and minimum requirements review, and both proposers were invited to interview with the Panel. The Panel recently requested and received updated rate proposals from the proposers. The Panel continues to evaluate proposals in order to identify a top ranked proposer. R3 is providing technical assistance to the Panel, with the Panel determining proposal ranking.

The Committee and Panel recommend that the City Council authorize the Panel and Committee to select a top ranked proposer and authorize staff (with assistance from R3) to proceed to negotiate agreement with a top ranked proposer. Though the August 6, 2024, Council report contemplated presentation of evaluation results to the Council followed by direction regarding agreement negotiations, that was intended as a means of briefing Council in the event the Council did not authorize creation of the Ad Hoc Committee. Given that the Council did authorize creation of the Ad Hoc Committee, the presentation of evaluation results prior to negotiations is no longer recommended, for several important reasons listed below:

- Preserves negotiating position – To maximize outcomes for the City and solid waste ratepayers, it is in the best interests of the City to negotiate terms and conditions of agreement first, followed by presentation of outcomes to the City Council. Presenting evaluation outcomes prior to negotiations could undermine the City’s negotiation position on key issues, including new solid waste rates.
- Keeps RFP process on schedule – Though the RFP schedule is proceeding as expected, the City’s current agreement expires June 30, 2025. Proceeding as recommended will save four to six weeks in the schedule. It is in the best interests of all parties that the RFP process be concluded sooner than later. If Council agrees with the recommendation, it is anticipated that negotiations will be completed in November, with presentation of RFP outcomes and a recommended agreement anticipated in December. If Council does not agree with the recommendation, negotiations are anticipated to be completed in December or January, with presentation of outcomes with recommended agreement anticipated in January or February.
- Maintains public awareness of RFP outcomes – Information that would have been publicly presented to the Council prior to negotiations will be presented to the Council after conclusion of negotiations. The recommended action does not change the nature of how information regarding the RFP process and recommended contract award will be shared with the Council and the Sebastopol community.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

FISCAL IMPACT:

The Council approved up to \$200,000 in consulting and staff fees, all of which will be fully reimbursed to the City by the selected proposer within 30 days of contract execution. The recommended action will result in no changes in fiscal impact to the City.

OPTIONS:

1. That the City Council authorize the Solid Waste Ad Hoc Committee and Solid Waste Proposals Evaluation Panel to select a top ranked proposer and authorize staff to proceed into negotiations with a top ranked proposer (recommended); or
2. City Council does not approve and provide other direction to Staff (not recommended).

ATTACHMENTS: None.

APPROVALS:

Department Head Approval:	Approval Date: 10-9-2024
CEQA Determination (Planning):	Approval Date: 10-9-2024
The proposed action is Categorically Exempt the California Environmental Quality Act (CEQA)	
Administrative Services (Financial)	Approval Date:10-9-2024
<u>Costs authorized in City Approved Budget:</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Account Code (f applicable) _____	
City Attorney Approval:	Approval Date: 10-9-2024
City Manager Approval:	Approval Date: 10-9-2024