

**CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: April 2, 2024**

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To: Honorable Mayor and City Councilmembers
From: City Manager
 Assistant City Manager/City Clerk
Subject: Receipt of update on the schedule and Approve or Revise evaluation criteria included in the Request for Proposals (RFP) document for the new residential solid waste collection and street sweeping services contract.

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RECOMMENDATIONS: That the City Council receive the update on the schedule and approve or revise evaluation criteria included in the Request for Proposals (RFP) document for the new residential solid waste collection and street sweeping services contract.

EXECUTIVE SUMMARY:

As discussed at the February 2024 City Council meeting, despite extensive efforts over numerous months to protect residents and businesses from substantial rate increases, and as a result of unsuccessful negotiations between the City of Sebastopol and Recology, the Council approved pursuing a competitive process for future hauling services and authorized R3 to conduct the procurement process. The current contract for residential solid waste collection and street sweeping services expires on December 31, 2024, but Recology and the City have approved extensions through June 30, 2025 as well as Recology agreeing to “if requested by the City in order to compete the RFP process, Recology will consider, and negotiate in good faith, for an additional extension of 6 months”. Tonight’s item is to provide the City Council the update on the Request for Proposal containing the schedule and evaluation criteria and to provide an opportunity for the City Council to comment prior to release of the RFP.

BACKGROUND AND DISCUSSION:

It is anticipated that the RFP will be released in June, with proposals due in July. Evaluations and interviews are anticipated to be completed in August, with presentation of results to Council in September and presentation of final contract for award recommendation in October.

A draft timetable is listed below for information.

Task Area / Milestone	Tentative Start Date	Tentative End Date
R3 Prepares Draft RFP and Draft Franchise Agreement	11-Mar-24	22-Apr-24
Council Meeting - Draft Evaluation Criteria	2-Apr-24	
City Staff /Council Review of Draft RFP and Franchise Agreement	22-Apr-24	6-May-24
R3 Finalizes RFP and Franchise Agreement	6-May-24	20-May-24
Final City Review of Drafts	20-May-24	3-Jun-24
Council Meeting - Approve Release of RFP	4-Jun-24	
Issue RFP and Agreement	5-Jun-24	
Mandatory Pre-Proposal Meeting and Prepare RFP Addenda	19-Jun-24	
Proposals Due to City	31-Jul-24	

Task Area / Milestone	Tentative Start Date	Tentative End Date
Initial Evaluation of Proposals	31-Jul-24	14-Aug-24
Interviews	14-Aug-24	21-Aug-24
Complete Evaluation of Proposals	21-Aug-24	28-Aug-24
Negotiate with Top Ranked Proposer	28-Aug-24	4-Sep-24
Present Evaluation Results and Recommendation to City Council	17-Sep-24	
Finalize Agreement	17-Sep-24	1-Oct-24
Present Final Agreement for Contract Award	15-Oct-24	
New Agreement Takes Effect	1-Oct-25	

The overall objective of this process is to achieve the best combination of services, company qualifications and price. The consultant has provided draft evaluation criteria to be incorporated into the request for proposal as well as points to be attributed to that criteria outlined below. It is anticipated that City staff will work with the consultant to evaluate the criteria of all proposals (and interviews) and then score the proposals via a consensus-based scoring process using these evaluation criteria, as they may be revised tonight by the City Council. After the Council approves the criteria for the Request for Proposal (RFP), the consultant will proceed to complete preparations of the final RFP for Release. After completion of the proposal evaluation and interview process, City staff and the consultant will return to a City Council meeting with a recommendation for selection of the proposer deemed to be capable of delivering the best value for the City. Then, staff and the consultant will proceed to negotiate the final terms and conditions of agreement with the selected proposer and will bring a Final Agreement to the Council for potential contract award.

The evaluation criteria below are for Council consideration for the RFP. City Council should review and provide any recommended changes for inclusion into the RFP.

**MAXIMUM
POSSIBLE
POINTS**

SEBASTOPOL RFP DRAFT EVALUATION CRITERIA

1	QUALITY OF SERVICE & REFERENCES	20
<i>a</i>	Quality of service performance in the City and in reference communities, especially with respect to service issues like missed pickups and cooperative approaches to providing data and developing new programs, as well as litigation history.	
<i>b</i>	Proven successful operations of recyclable material and organic waste programs that achieve high participation levels in diversion programs.	
<i>c</i>	Demonstrated expertise in designing and using data management systems to assure accurate data collection, analysis, and reporting.	
2	SUSTAINABILITY	20

<i>a</i>	Demonstrated ability to support City efforts to mitigate environmental and infrastructural impacts of solid waste collection, including, but not limited to, reducing vehicle miles travelled (VMT), air pollution (GHG), and damage to City roadways.	
<i>b</i>	Proposed approach to facilitating City's implementation of its Climate Action Framework , Zero Waste goals , and associated environmental initiatives.	
<i>c</i>	Approach to the use of alternative fuels in collection vehicle fleet, in a blend consistent with EPA and Department of Energy standards for alternative fuels, and approach to the implementation of CARB's ACF regulations.	
<i>d</i>	Internal sustainability programs (use of local vendors, innovative "green" approach to providing services, corporate sustainability, etc.).	
3	SERVICE RATES & VALUE	20
<i>a</i>	Proposed Single Family Residential Service Rate weighted rank.	
<i>b</i>	Proposed Multi-Family Residential Service Rate weighted rank.	
<i>c</i>	Proposed Commercial Service Rate weighted rank.	
<i>d</i>	Overall value of proposed service at proposed Service Rates.	
4	PROPOSED SERVICES, IMPROVEMENTS, & TECHNOLOGY	15
<i>a</i>	Proposed approach to service transition that minimizes disruption to the community and involves a clear and efficient implementation schedule.	
<i>b</i>	Proven ability to decrease waste and increase recovery of waste materials via creative solutions.	
<i>c</i>	Proposed recyclables processing facility(ies) is/are fully permitted, have sufficient processing capacity, demonstrate reasonable residual percentages, and located such that they do not lead to excessive VMT.	
<i>d</i>	Proposed approach to route operations, collection vehicles, and collection containers.	
<i>e</i>	Proven ability to meet regulatory requirements, including all state and local recycling and organics diversion requirements, and to provide City with required reports and data (annual report, tonnage, SB 54, AB 341, AB 1826, etc.).	
<i>e</i>	Proven ability to use technology to innovate and provide value above and beyond the basic standards for service included in the RFP and Agreement, including but not limited to the ability to easily and transparently share data with the City and to the public.	
<i>f</i>	Proposed approach to providing vehicles equipped with technology to provide service verification and GPS tracking, and City's access to such collected information.	

5	COMMUNITY EMPLOYMENT & PARTNERSHIP	10
<i>a</i>	Demonstrated experience fostering and supporting the well-being of the City in direct and collaborative partnership with the City.	
<i>c</i>	Demonstrated approach to local hiring, including specifics about compliance with displaced employee hiring requirement, competitive benefits, a commitment to equity, and a willingness to engage in discussions with organized labor.	
<i>d</i>	Proven ability to engage in proactive communications with City staff and partners.	
<i>f</i>	Proven commitment to employee on-the-job safety, as well as to a Vision Zero approach to vehicle safety.	
6	COMMUNICATION, OUTREACH, & CUSTOMER SERVICE	10
<i>a</i>	Proposed approach to providing effective and innovative educational outreach materials to all customers to increase participation in diversion programs and reduce contamination of collected organic waste and recyclable materials.	
<i>b</i>	Proven responsiveness to customers, including but not limited to excellent customer communications, follow-up, follow-through, and ability to listen to customer feedback.	
7	FINANCIAL ABILITY & INTEGRITY	5
<i>a</i>	Financial review, including a review of key financial indicators, outstanding debt and debt coverage ratios, ability to finance capital purchases and needed start-up investments in equipment.	
<i>b</i>	Proposer's capacity and plans for responding to fluctuations in the value of recyclable material markets.	
<i>c</i>	Demonstrated approach to prevention and identification of internal fraud, corruption, and/or financial malfeasance.	
TOTAL POSSIBLE PROPOSAL EVALUATION SCORE		100

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.

OPTIONS:

That the City Council consider and approve the proposed criteria; or
That the City Council consider and provide amendments to the proposed criteria

ATTACHMENTS: None

APPROVALS:

Department Head Approval: Approval Date: 3/21/2024

CEQA Determination (Planning): Approval Date: 3/21/2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 3/25/24

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) 100-11-01-4210

City Attorney Approval: Approval Date: 3-21-2024

City Manager Approval: Approval Date: 3-25-2024