

CITY OF YUBA CITY
STAFF REPORT

Date: September 5, 2017
To: Honorable Mayor & Members of the City Council
From: Administration
Presentation By: Steven C. Kroeger, City Manager

Summary

Subject: Solid Waste and Recycling Services – Competitive Procurement Process

Recommendation: A) Authorize the City Manager to enter in an agreement with Sloan Vazquez McAfee in the amount of \$66,570 to conduct a competitive procurement process for Solid Waste and Recycling Services

B) Approve a supplemental appropriation in the amount of \$73,227 from solid waste franchise fees

Fiscal Impact: \$73,227 (\$66,570 + 10% contingency) from account (295-49010, solid waste franchise fees)

Purpose:

Conduct a competitive procurement process for solid waste collection services for the period beyond September 30, 2019.

Background:

Earlier this year, the regional jurisdictions in the Yuba Sutter area each considered options regarding solid waste collection services for the period beyond September 30, 2019. Jurisdictions considered the following options:

1. Extend the term of the current agreement with Recology; or
2. Renegotiate the existing agreement with Recology; or
3. Prepare and release a request for proposals to qualified contractors to provide future collection services whether individually, collectively or in some combination.

Your Council directed staff to proceed with a competitive procurement process. The remaining five jurisdictions in the Yuba Sutter region elected to negotiate with the current service provider (Recology Yuba-Sutter) and then conduct a competitive procurement process if negotiations prove to be unsuccessful.

Since that time, City staff has been developing a recommended Scope of Services that defines the programs and services that will be included in an updated solid waste and recycling service agreement. This effort has been done in collaboration with the other jurisdictions - while each jurisdiction may adapt the Scope of Services to their individual needs, it makes economic sense to share the cost of developing a document that represents industry best practices (whether the final product is used as a basis for negotiations or procurement).

Analysis:

Attached is a proposal from the consulting firm of Sloan Vazquez McAfee (SVM) for support services to conduct a competitive procurement for solid waste services. SVM is uniquely familiar with the City of Yuba City – our working relationship extends back to 2011 when SVM assisted the City with negotiating our current service agreement with Recology Yuba Sutter. SVM is focused exclusively on municipal solid waste planning and management services. Based upon past experience with the firm, and their reputation in the field of solid waste procurement/negotiations, staff is recommending retaining their services.

The attached proposal outlines the scope of work to be performed as part of the competitive procurement process. Should the Council direct staff to proceed with retaining their services, the next step would be to finalize the Request for Proposal (RFP) process milestones and requirements. Final preparation of the RFP would follow, then receipt of proposals, and proposal evaluation in early 2018.

Fiscal Impact:

\$73,227 (\$66,570 + 10% contingency) from account (295-49010, solid waste franchise fees).

Alternatives:

1. Approve proposal with amendments
2. Seek proposals from other solid waste consulting service providers
3. Alter previous direction and conduct negotiations with the current service provider

Recommendation:

- A) Authorize the City Manager to enter in an agreement with Sloan Vazquez McAfee in the amount of \$66,570 to conduct a competitive procurement process for Solid Waste Services
- B) Approve a supplemental appropriation in the amount of \$73,227 from solid waste franchise fees

Attachments:

- *Sloan Vazquez McAfee Proposal to Conduct Competitive Procurement Process*

Submitted By:

[/s/ Steven C. Kroeger](#)

Steven C. Kroeger
City Manager

Reviewed By:

Finance

[RB](#)

City Attorney

[TH via email](#)



August 3, 2017

Mr. Steve Kroeger
City Manager
City of Yuba City
1200 Civic Center Blvd.
Yuba City, CA 95993

RE: PROPOSAL TO CONDUCT COMPETITIVE PROCUREMENT PROCESS

Dear Steve,

Sloan Vazquez McAfee (SVM) is a consulting firm focused exclusively on municipal solid waste planning and management services including disposal and recycling contract analysis and development, collection, transfer and processing operations, waste composition and characterization studies, and infrastructure and system feasibility studies. Together, the firm's partners have over 60 years of wide-ranging expertise and experience in municipal waste management and recycling.

We appreciate the opportunity to submit this proposal in support the City of Yuba City's (City) goals and objectives in procuring municipal solid waste and recycling services through a competitive procurement process. Our proposal includes a description of the scope of work and associated tasks; the anticipated timeline for completion of the tasks; and, the proposed fees. While our typical process and timeline is described, the project plan will be finalized in coordination with the City upon commencement of the project.

The following scope of work describes the tasks typically conducted in a competitive procurement / Request for Proposal (RFP) process, including some of the steps already completed either through the RWMA or previous City of Yuba City processes. The fee proposal reflects only those tasks yet to be completed.

Proposed Scope of Work

SVM is prepared to proceed with the project in the following manner:

Table 1: RFP Process Task List

Task		Completed/ Partially Completed/ To Do	Description
1	Development of Service Specifications	Completed	This task includes review of existing agreement, stakeholder outreach, analysis of recent and pending legislative changes, and identification of operational, financial and other opportunities for updating programs and services.
2	Preparation of Scope of Services	Completed	This task includes the development of the programs and services that will be required in a new agreement.
3	Confirmation of RFP Process Milestones and Requirements	To Do	This task includes the review of RFP process milestones/requirements with City Management and/or City Council regarding the timing of the development and release of the RFP documents, the response deadline, the timing and criteria (i.e. categories, weighting, etc.) for proposal evaluation, and the process for recommending and negotiating with the selected hauler.
4	Preparation of RFP Document	To Do	This task includes the preparation of the RFP document, including City goals, current City services and associated metrics, the required Scope of Services, submittal requirements, evaluation criteria and weighting, and all process guidelines and milestones.
5	Preparation of Draft Agreement Document	Partially Completed	This task includes the development of a new Draft Agreement document that reflects the Scope of Services and City requirements for services. The draft document developed through the RWMA process will likely require minor modifications to address any City-specific requirements.
6	Preparation of Model Proforma	Completed	This task includes the analysis of required programs and services and establishes a baseline for the evaluation of cost proposals.
7	RFP Process Management	To Do	This task includes the release of the RFP document, conducting a proposers' conference, responding to questions from proposers, releasing addenda as required, and documenting the receipt of proposals from participating haulers.
8	Proposal Evaluation	To Do	This task includes the analysis and ranking of proposals according to the criteria and weighting established in Task 3.
9	Recommendation and Negotiation Process	To Do	This task includes the presentation of proposal analysis and outcomes to City Council and the completion of final negotiations with the selected hauler.

Task 1: Development of Service Specifications

This task has been completed through a prior process and the results are reflected in the Scope of Services document prepared as part of Task 2.

Task 2: Preparation of Scope of Services

This task has been completed through a prior process. The Scope of Services will be reviewed and finalized as part of Task 4.

Task 3: Confirmation of RFP Process Milestones and Requirements

SVM, in consultation with City staff and/or City Council, will conduct the following activities:

- a) Establish RFP process milestones and requirements.

Milestones will include the schedule of RFP document release to potential proposers, proposers' conference, deadline for submittal of questions by proposers, deadline for proposal submittal, timeframe for proposal evaluation, and schedule for presenting the process findings to City Council and negotiations with the selected proposer.

- b) Establish RFP Requirements including evaluation criteria and weighting.

Evaluation criteria will be established in coordination with City Staff and/or City Council, and the weighting of the criteria will be finalized through the City's preferred process. Major categories, as well as subcategories will be selected and weighted according to the City's preferences and priorities. An example of major categories and weighting are shown in the table below; please note this is for reference purposes only and will be customized to the City of Yuba City:

Table 2: Sample RFP Evaluation Categories and Weighting

Sample RFP Evaluation Categories	Sample Weighting
Responsiveness to RFP	Pass/Fail
Experience and References	20%
Customer Service	20%
Programs and Services	25%
Price Proposal	25%
Proposal Enhancements	10%
Legal and Regulatory Disclosures	Noted
Financial Information and Requirements	Noted
Materiality of Exceptions to Draft Agreement	Noted
Options	Noted

Task 4: Preparation of RFP Document

SVM, in coordination with the City, will prepare the RFP document including City goals, current City services and associated metrics, the required Scope of Services, submittal requirements, evaluation criteria and weighting, and all process guidelines and milestones. This document will serve as the roadmap for proposers as they prepare their submittal.

Task 5: Preparation of Draft Agreement Document

This task was substantially completed through the RWMA process. The draft document will likely require minor modifications to address any changes to the Scope of Services and any City-specific requirements.

Task 6: Preparation of Model Proforma

This task was completed through the prior City of Yuba City project. This task includes the analysis of required programs and services and establishes a baseline for the evaluation of cost proposals.

Task 7: RFP Process Management

SVM, in coordination with the City, will manage the activities associated with the RFP process.

- a) SVM will manage the release of the RFP documents to potential proposers
- b) SVM will prepare for and conduct a Proposers' Conference to review RP requirements will all prospective bidders. The Proposers' Conference will be held at the City's preferred location on a date and time established in coordination with the City.
- c) SVM will review and respond to all written questions according to the RFP requirements and within the designated timeframe.
- d) SVM will prepare and release any necessary RFP addenda.
- e) SVM will establish a process for documenting the receipt of proposals from participating haulers.

Task 8: Proposal Evaluation

Using the RFP evaluation category criteria and weighting established and approved by the City as part of Task 3, SVM will create the evaluation scoring formulas and spreadsheet. A report detailing the scoring of each Proposer for each category, a summary of the rationale for scoring, and a ranking of the proposers will be prepared for the City. The evaluation process and participants will be finalized with the City upon commencement of the project.

Task 9: Recommendation and Negotiation Process

SVM will participate in the presentation of the evaluation findings to City Council according to the preference of the City Manager. SVM will conduct the final negotiation with the selected proposer in coordination with the City and will finalize the City's Agreement document accordingly.

Anticipated Timeline

SVM anticipates completing this process according to the following schedule. A detailed timeline including dates will be developed in coordination with the City upon commencement of the project.

Table 3: Anticipated Project Timeline

Task		Anticipated Timeline
1	Development of Service Specifications	Completed
2	Preparation of Scope of Services	Completed
3	Confirmation of RFP Process Milestones and Requirements	August – October 2017
4	Preparation of RFP Document	August – October 2017
5	Preparation of Draft Agreement Document	August – October 2017
6	Preparation of Model Proforma	Completed
7	RFP Process Management	October – December 2017
8	Proposal Evaluation	December 2017 – January 2018
9	Recommendation and Negotiation Process	January – February 2018

This anticipated timeline is shown in the project schedule below:

Table 4: Anticipated Project Schedule

Anticipated Schedule	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018
Confirmation of RFP Process Milestones and Requirements							
Preparation of RFP Document							
Preparation of Draft Agreement Document							
RFP Process Management							
Proposal Evaluation							
Recommendation and Negotiation Process							

Fee Proposal

SVM brings the City of Yuba City our reputation for providing exceptional services at a significant value.

Standard Hourly Fee Schedule and City of Yuba City Discounted Rate/Hour

	<u>Standard Rate/Hour</u>	<u>Discounted Rate/Hour</u>
Joe Sloan, Partner	\$235.....	\$195
Enrique Vazquez, Partner	\$235.....	\$195
Charissa McAfee, Partner	\$235.....	\$195
Administration.....	\$75.....	\$55

Project Hours and Fees					
Team Member	Joe Sloan	E. Vazquez	C. McAfee	Admin	Total
Rate	\$195	\$195	\$195	\$55	
Hours	98	124	116	12	350
Fee	\$19,110	\$24,180	\$22,620	\$660	\$66,570
FEE					\$66,570

Task		Anticipated Hours
1	Development of Service Specifications	N/A
2	Preparation of Scope of Services	N/A
3	Confirmation of RFP Process Milestones and Requirements	16
4	Preparation of RFP Document	54
5	Preparation of Draft Agreement Document	8
6	Preparation of Model Proforma	N/A
7	RFP Process Management	48
8	Proposal Evaluation	148
9	Recommendation and Negotiation Process	76
TOTAL		350

The proposed fee includes time and materials described herein, and travel costs for the following meetings in the City of Yuba City:

- One (1) meeting for the completion of Task 3
- One (1) meeting for the Proposers' Conference during Task 6
- One (1) meeting to present the results of the Proposal Evaluation and one (1) meeting for final negotiations during Task 9
- One (1) additional meeting, if needed, during any part of the process.

Any additional on-site meetings requested by the City will be charged at rate of \$3,000 per one-day of meetings, all inclusive of time and travel expenses.

The proposed fee also includes the evaluation of three (3) proposals. There will be an additional charge of \$4,500 for each additional proposal, should more than three (3) proposals be submitted, and should the City choose to have more than three (3) proposals evaluated.

We appreciate this opportunity to support the achievement of the project goals and look forward to further discussing this proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe Sloan', with a stylized flourish extending to the right.

Joe Sloan, President
Sloan Vazquez McAfee