



**Department:** Utilities  
**Cost Center:** 6107  
**For Agenda of:** 4/2/2024  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Aaron Floyd, Utilities Director  
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**SUBJECT:** AUTHORIZATION TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR ON-CALL SOLID WASTE AND RECYCLING CONSULTANT SERVICES

## RECOMMENDATION

1. Approve the Request for Qualifications (RFQ) for on-call solid waste and recycling consultant services; and
2. Authorize the Utilities Director to execute professional service agreements with the selected consultants to create a 2024-2029 on-call list; and
3. Authorize the Finance Director to execute and amend purchase orders for individual professional service agreements in an amount not-to-exceed the authorized project budget.

## POLICY CONTEXT

The Solid Waste and Recycling Program in the Utilities Department often utilizes consultant services for projects related to solid waste and recycling legislation, meeting the circular economy and waste diversion goals specified in the City's Climate Action Plan, and management of the City's franchise agreements for solid waste, mixed recyclables, and organics collection.

Municipal Code Section 3.24.070 authorizes staff to procure these types of "specialized services" when consultants are on "an approved list of on-call consultants that is established by a formal RFQ process." Section 3.24.070 (C) further states that "The Council shall approve the RFQ, and the purchasing authority is authorized to execute agreements with the selected consultants. The Finance Director is authorized to execute and amend purchase orders for individual consultant services contracts in an amount not-to-exceed the authorized project budget. On-call consultant lists shall be renewed at least every five years by a new RFQ process."

## DISCUSSION

**Background**

The Solid Waste and Recycling Program coordinates the planning, development, and implementation of programs and services related to solid waste, recycling, organics recycling, zero waste, and other waste diversion programs.

Staff utilize consultant support on a routine basis for assistance with complex and technical projects, expert/professional review of reports received from contractors, and in times when staff do not have the capacity to complete a time-sensitive project. Section B (Scope of Work) of the RFQ provided in Attachment A lists the services that the selected consultants may be asked to provide to the City over the course of five years. Some examples of projects that the selected on-call consultants could expect include review of integrated solid waste management rates from the franchised garbage company, rate studies, franchise agreement review, rate setting development, waste characterization and generation study completion, and guidance on compliance with impactful State legislation.

Due to the frequent need for consultant services for projects that range in scope and complexity, an on-call list comprised of qualified candidates with assorted specialties would benefit the program by providing a more streamlined selection process. Maintaining an on-call list of consultants with diverse backgrounds means the City may become aware of a broader spectrum of consultants, thereby increasing the City's choices, and maximizing the potential to obtain the highest quality and most cost-effective consultant for the project.

**Previous Council or Advisory Body Action**

The Solid Waste and Recycling Program has not opened a RFQ for on-call consultants.

**Public Engagement**

Public comment may be provided to the City Council through written correspondence prior to the meeting and through public testimony at the meeting. If approved by the City Council, the RFQ (Attachment A) will be posted in BidSync.

**CONCURRENCE**

The Finance Department concurs with the issuance of the RFQ and assisted with its development.

**ENVIRONMENTAL REVIEW**

The recommended actions are not a "project" as defined under CEQA Guidelines Section 15378 because the action will not result in any physical change to the environment.

**FISCAL IMPACT**

Budgeted: No  
Funding Identified: Yes

Budget Year: N/A

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Total Budget Available</b>	<b>Current Funding Request</b>	<b>Remaining Balance</b>	<b>Annual Ongoing Cost</b>
General Fund		\$	\$	\$
State				
Federal				
Fees				
Other: AB 939 Designation	\$222,859			
<b>Total</b>	<b>\$222,859</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Issuing the RFQ and establishing a qualified on-call list for solid waste and recycling consultant services does not obligate any funds for consultant work. However, the program has identified funding when projects do arise from General Fund “assigned” fund balance (AB 939 Designation).

AB 939 fees are collected from the garbage company and may only be used to pay for activities that divert waste from the landfill. Any remaining funds at the end of the year are put into the AB 939 Designation for future use. There is currently \$222,859 of assigned funds from prior fiscal years that are eligible to be used for projects the on-call list of consultants would complete.

When the on-call agreement is executed and projects are identified, quotes will be requested from on-call consultants and purchase orders will be issued at the discretion of the Finance Director.

**ALTERNATIVES**

***Do not approve the RFQ release.*** The City Council could decline authority for staff to issue the RFQ and execute contracts. This is not recommended as it would require substantial staff time to return to the City Council for authorization to open Request for Proposals for individual solid waste and recycling projects.

**ATTACHMENTS**

A - RFQ for On-Call Solid Waste and Recycling Consultant Services