



## AGENDA MEMORANDUM

Action Item for the City Council Meeting of August 27, 2019

**DATE:** August 19, 2019

**TO:** Peter Zanoni, City Manager

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<p style="text-align: center;"><b><u>Professional Services Contract</u></b> <b>Solid Waste Operational Assessment</b></p>
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**CAPTION:**

Motion awarding a contract to Burns & McDonnell for services associated with Solid Waste Operational Assessment including engineering analysis and business operations assessment in the amount of \$144,800, effective upon issuance of notice to proceed, with funding available from Solid Waste 2019 Operations Fund.

**SUMMARY:**

This project provides a comprehensive evaluation of Solid Waste Operations and the landfill operations contract to identify potential improvements and cost savings with advancements in industry practices.

**BACKGROUND AND FINDINGS:**

This project will update the 2013 Solid Waste Competitive Assessment and Cost of Service Study (2013 Study), as well as evaluate additional key issues identified by the City. The consultant will analyze and provide recommendations for Solid Waste services including brush collection, refuse collection, recycling collection/processing, and operations at the JC Elliott Transfer Station and Cefé Valenzuela Landfill. Analysis includes user rate design and detailed recommendations to correct potential operational deficiencies. Benchmarking is also required and will include, but is not limited to, rate comparison, service levels and operational efficiencies of other similar-sized Texas Cities. The consultant will also assist the City in developing a new Request for Proposals for the landfill operations to begin re-competing the existing contract.

The following Phases outline primary tasks for this contract:

- Phase 1: Project Initiation and Management
- Phase 2: Cost of Service and Rate Design
- Phase 3: Review Alternative Operational Options
- Phase 4: Report
- Phase 5: Procurement Assistance for Landfill Operations, Recycling Processing and Composting Processing Services

Burns & McDonnell was selected for this project in May 2019 under RFQ 2019-01. The selection committee with representatives from Solid Waste and Engineering Services recommended Burns & McDonnell as most qualified based on five factors: 1) experience of the firm, 2) experience of key personnel with specific experience with Landfill Operations, legal and regulatory related matters, governmental agencies, rate structures, etc., 3) project approach and management plan, 4) capacity to meet the project requirements and timelines, and 5) past performance.

**ALTERNATIVES:**

Continue current practices and the existing landfill contract without the assistance of industry professionals. This eliminates the opportunity to recognize existing inefficiencies relative to recent industry advances in processes and technologies.

**FISCAL IMPACT:**

The purpose of this contract with Burns & McDonnell in the amount of \$144,800 is to provide the City with cost-savings measures and best practices to run the City landfills in a more effective and economical manner. This project is budgeted in the Solid Waste Operational Budget for FY 2019.

**Funding Detail:**

Fund: 1020 - General Fund  
Organization/Activity: 12500 - Solid Waste Administration  
Mission Element: 031 - Collect Brush and Bulk Waste  
Project #: 19060A - Solid Waste Operational Assessment  
Account: 530000 – Professional Services

**RECOMMENDATION:**

Staff recommends approval of the professional services contract amendment with Burns & McDonnell in the amount of \$144,800, effective upon issuance of a notice to proceed for services associated with Solid Waste Operational Assessment including engineering analysis and business operations assessment with funding available from the 2019 Solid Waste Operational fund. The assessment is planned to start in October 2019 with completion April 2020.

**LIST OF SUPPORTING DOCUMENTS:**

Location Map  
Presentation  
Contract