



City of Culver City

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Staff Report Details (With Text)

File #: 18-0676 **Version:** 2 **Name:** PSA - SCS for Solid Waste Recycling and Organic waste Characterizaiton
Type: Minute Order **Status:** Consent Agenda
File created: 1/2/2018 **In control:** City Council Meeting Agenda
On agenda: 1/22/2018 **Final action:**
Title: CC - (1) Approval of a Professional Services Agreement with SCS Engineers for Solid Waste, Recycling and Organics Waste Characterization Study for the Commercial Sector in an Amount Not-to-Exceed \$ 43,876.00; and (2) Authorization to the Public Works Director/City Engineer to Approve Amendment(s) to the Agreement up to an Additional Amount of \$ 4,387.60.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Meeting Date: January 22, 2018

Contact Person/Dept: Kim Braun/PW

Phone Number: 3102536421

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council 01/17/18);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer 01/10/18

RECOMMENDATION

Staff recommends that the City Council (1) Approve a professional services agreement with SCS Engineers for Solid Waste, Recycling and Organics Waste Characterization Study for the Commercial Sector in an amount not-to-exceed \$ 43,876.00; and (2) authorize the Public Works Director/City Engineer to approve amendment(s) to the agreement up to an additional amount of \$ 4,387.60.

BACKGROUND/DISCUSSION

The Public Works Department's Environmental Programs & Operations Division recommends the City obtain the services of a qualified firm to perform a solid waste, recycling and organics waste characterization study of the City's commercial sector. In keeping with its desired goals and continued achievements, the City recognizes the need to continually examine data that may impact the mandates set forth by the State, as well as monitoring the progress of the newly adopted Polystyrene Ban for all food preparation establishments citywide.

The study should allow the City to monitor and measure recycling and waste disposal trends. The City is also interested in identifying specific generators or specific collection routes that are contributing substantial quantities of recyclable and organics materials to the waste stream. The study should also identify specific types of manufactured products that occur in the waste stream commonly enough to justify a future targeted extended producer responsibility campaign, and further define and measure household hazardous waste as well as polystyrene products disposed in the waste stream.

If approved by the City Council, the agreement with SCS Engineers would include but not be limited to the following services:

- Sampling representative portions of commercial solid waste, recycling and organics waste generated within Culver City; sort disposed waste by type; compile collected data, and report results to the City.
- Submitting a work plan including recommended sampling sites necessary to collect the representative data.
- Sorting.
- Collecting information including commodity type, vehicle type (roll-off, dumpster, compactor, side loader); customer comments, route number.
- Compiling sampling results using standard and commonly accepted statistical practices.
- Submitting draft report to City for review and comment, which will include number of samples analyzed by commodity and route; quantity of material by commodity in both tons and percentage and current overall waste composition.
- Preparing a final report.

An RFP was released on October 26, 2017 and three (3) proposals were received on December 7,

2017.

<u>Proposer</u>	<u>Amount</u>
SCS Engineers	\$ 43,876.00
Cascadia Consulting Group	\$ 55,000.00
Sloan Vasquez McAfee	Not responsive

Staff thoroughly reviewed the proposals received and has determined that SCS Engineers submitted the most responsive and complete proposal.

FISCAL ANALYSIS

Funding for the required services is available this fiscal year in account # 20260400.610400

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve a professional services agreement with SCS Engineers for Solid Waste, Recycling and Organics Waste Characterization Study for the Commercial Sector in an amount not to exceed \$ 43,876.00 and a 10% contingency of \$ 4,387.60.
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.