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DATE: July 15, 2024  
TO: Wade Bryson, Chair  
Public Works and Facilities Committee  
THROUGH: Denise Koch, Director Engineering and Public Works  
FROM: Dianna Robinson, Environmental Project Specialist  
SUBJECT: Composting Facility Procurement

At the June 3, 2024, PWFC meeting, staff requested guidance about the preferred procurement method for operational services for the future municipal composting facility. It was decided that this Committee would welcome input from the Juneau Commission on Sustainability (JCOS) if offered, and PWFC would make a decision at a future meeting.

JCOS has declined to take a position on which procurement method to use.

We anticipate that we will be able to begin work on this project in September of this year, barring any delays with EPA in acquiring the funds through Congressionally Directed Funding. We need to choose a procurement method to select an operator soon to incorporate that decision in the facility planning process.

**Request for Proposals (RFP):**

- High level of CBJ control, high level of CBJ staff time and input.
- Like programs in RecycleWorks, CBJ would be paying for the operations of the site in addition to costs related to program subsidies.
- CBJ could issue an RFP for services when the CBJ is through the design phase.

**OR**

**Competitive Lease:**

- Low level of CBJ operational control, low level of CBJ staff time and input
- The lessee would have full operational control and decision making, but CBJ could contract with the lessee for composting programming or pilot projects.
- CBJ could do a competitive leasing process after the design phase; however, there have been no competitive leases since the related purchasing code was changed. Therefore, additional time would be needed to create a process for that.

**Requested Decision:**

Should CBJ procure operational services for the future municipal composting facility through a Request for Proposals (RFP) process, or should we competitively lease the facility?

**Recommendation:**

Staff recommend that we use the competitive leasing process to secure an operator for the future municipal composting facility for an initial period of up to 5 years.

*Attachment(s):  
Compost Facility Procurement Question  
JCOS Response 7/1/2024*