



FINANCE DEPARTMENT

To: Mayor and Town Council

From: Bob Scott, Executive Director of Administrative Services

Through: Ron K. Patterson, Interim Town Manager

Re: Solid Waste Services Request

Town Council Meeting – October 25, 2022

Agenda Item:

Consider the appointment of Burns & McDonnell as the solid waste services consultant to assist the Town in the writing and issuance of a Solid Waste Services Request for Proposal (RFP), and an RFP for the purchase and distribution of Town-owned solid waste containers and authorizing the Interim Town Manager to approve the related contract for services for an amount not to exceed \$50,000.

Description of Agenda Item:

The Town's current five-year contract for solid waste services expires on January 31, 2024. With the rapid growth experienced since the last RFP, including a large amount of commercial development, it is appropriate to re-examine the structure and scope of the current contract to determine the ideal mix and frequency of solid waste services that will best meet the needs of both residential and commercial customers. With current supply chain issues and the complexity of transitioning over 10,000 customers from one solid waste services provider to another, it is necessary to begin drafting the RFP now.

Staff considered writing the RFP in-house; however, quickly determined that the complexity and rapid changes in the solid waste market requires expertise that can help the Town negotiate both incentives and penalties and other remedies that will ultimately ensure high levels of service over time. Burns & McDonnell serves a variety of North Texas Municipalities in negotiating similar contracts. They work only for municipalities and provide no consulting services to the private sector solid waste industry.

Upon appointment, staff will schedule a Council Work Session to begin developing a scope of services including the development of an RFP strategy and timeline.

Budget Impact:

With the creation of the Solid Waste Fund, it is the Town's intention to recoup all costs of solid waste services through solid waste fees. Appropriations of \$50,000 was provided in the 2023 Solid Waste budget for these consulting services.

Town Staff Recommendation:

Staff recommends the appointment of Burns & McDonnell as the solid waste services consultant to assist the Town in the writing and issuance of a Solid Waste Services Request for Proposal (RFP), and an RFP for the purchase and distribution of Town-owned solid waste containers and authorizing the Interim Town Manager to approve the related contract for services for an amount not to exceed \$50,000.

Proposed Motion:

I move to appoint Burns & McDonnell as the solid waste services consultant to assist the Town in the writing and issuance of a Solid Waste Services Request for Proposal (RFP), and an RFP for the purchase and distribution of Town-owned solid waste containers and authorizing the Interim Town Manager to approve the related contract for services for an amount not to exceed \$50,000.