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TO: Environmental Commission

FROM: Cresson S. Slotten, P.E., Systems Planning Manager

DATE: March 21, 2018

SUBJECT: Solid Waste Resource Management Plan Status

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**PURPOSE:** This memo provides information and a status update on the Solid Waste Resource Management Plan RFP process.

**BACKGROUND:** There are several factors underlying the need to undertake this effort, which was anticipated and budgeted in the FY18 Solid Waste budget. First, the planning horizon for the last plan, the Solid Waste Resource Plan Update, went through 2017, which has now passed. Also, the Washtenaw County Solid Waste Management Plan includes a goal of operating collaboratively within the County and regionally outside of the County for a comprehensive sustainable materials management strategy; and with the condition of the equipment and changes to the recycling processing at the City's Material Recovery Facility (MRF) since mid-2016, there is an opportunity for potentially utilizing the MRF or developing another site to support such a collaborative effort. In addition, there is a desire in the community for expanded programs within the solid waste program area, such as expanded food waste/organics collection; however, with current annual operating expenses exceeding annual operating revenues, program expansions are not prudent without a holistic strategy for the entire set of solid waste programs and services that can be sustained financially.

This plan will layout a strategic approach for the City on how best to provide solid waste, recycling and compost/organics management programs that meet the needs and desires of the community in a fiscally responsible and sustainable manner.

**RFP PROCESS:** The City issued Request for Proposal (RFP) No. 18-04 to solicit proposals from consultants to provide strategic planning services for the development of the City's Solid Waste Resource Management Plan (2019-2023). The City received proposals from four companies: APTIM Environmental and Infrastructure, Inc. (APTIM); Gershman, Brickner, and Bratton, Inc., (GBB); Resource Recycling Systems (RRS); and, Tetra Tech of Michigan, P.C. (Tetra Tech).

A staff review committee consisting of Public Services Chief of Staff Marti Praschan, Systems Planning Manager Cresson Slotten, Public Works Manager Molly Maciejewski and Solid Waste and Recycling Program Coordinator Christina Gomes, as well as John Mirsky representing the Environmental

Commission, reviewed all four teams' proposals. This group (except for Ms. Praschan who was unavailable) also interviewed each of the four proposers. Following the interviews, the group discussed the merits and weaknesses of the teams. As a result of this process, the staff committee scored the proposals as follows:

Proposer	Total Composite Score
APTIM Environmental and Infrastructure, Inc. (APTIM)	86
Tetra Tech of Michigan, P.C. (Tetra Tech)	76
Resource Recycling Systems (RRS)	70
Gershman, Brickner, and Bratton, Inc.(GBB)	61

**RECOMMENDATION:** Staff is recommending that APTIM be awarded the contract to develop the Solid Waste Resource Management Plan (2019-2023) for the City. This recommendation is due to APTIM's professional qualifications and experience, and the depth and quality of their work plan. Key aspects of APTIM's work plan include:

- A robust community engagement process including a Plan Advisory Committee, Stakeholder Focus Groups and individual Stakeholder Interviews
- Engaging and involving the Environmental Commission body at three key points during the plan development process:
  - an initial visioning session at the beginning of the project;
  - following the third meeting of the Plan Advisory Committee to present an update on progress and obtain input from the Commission; and,
  - presenting the final draft Solid Waste Resource Management Plan for review and comment
- Utilizing a scientific resident survey to obtain customer-based input on current and future programs which will be utilized by the Plan Advisory Committee
- Developing a Financial Cost of Service Model which will segregate costs across the program areas so that changes to budget, programs or productivity can be examined as part of the plan development, as well as in future years as the Model will be delivered to the City at project completion

The staff hours included in the fee proposal for the tasks included in the thorough and complete work plan are appropriate for the anticipated level of effort necessary to develop the quality of plan that the City is seeking. As their fee will fit within the funds included in the FY18 Solid Waste budget for this effort, APTIM will be delivering the best value to provide the City the Solid Waste Resource Management Plan it has requested, including a business plan to guide the City's solid waste, recycling and compost/organics programs and operations for the next five years and beyond.

Staff is targeting to present the City Council a resolution to award this contract at the April 16, 2018 City Council meeting to complete the procurement process and initiate the development of the SWRMP.

cc: Howard S. Lazarus, City Administrator  
 Craig Hupy, Public Services Administrator  
 Marti Praschan, Public Services Chief of Staff  
 Molly Maciejewski, Public Works Manager  
 Christina Gomes, Solid Waste and Recycling Program Coordinator