

CITY COUNCIL MEMORANDUM

AGENDA ITEM

Solid Waste Budget Amendment for Professional Services Agreement

ORIGINATING DEPARTMENT

Finance

BACKGROUND INFORMATION

During the FY 2017 budget process, a recommendation was made to explore the feasibility of outsourcing solid waste services. In December 2016, a Request for Qualifications was issued to identify a firm to prepare and evaluate a Request for Proposal (RFP) for outsourcing solid waste services. Three responses were received, and SCS Engineers, Inc. was deemed the most qualified firm by the City's Solid Waste Committee. On February 27, 2017, the City's Solid Waste Committee recommended that the professional service agreement with SCS in the amount of \$89,900 be brought before City Council for consideration.

DISCUSSION/CONCLUSION

This agreement provides the scope and fees necessary to gather the necessary information from City staff and City Council to develop an RFP, prepare a baseline cost for City services in accordance with the RFP, evaluate the proposals received in accordance with the RFP, and provide a recommendation to City Council for action regarding the RFP.

FISCAL IMPACT

A budget amendment is needed to provide funding for the agreement. Upon approval, the following budget changes will be made:

Account Number	Description	Budget	Change	Amended
540-3430-431.47-01	Consulting Services	\$0	\$89,900	\$89,900

RECOMMENDATION

Staff recommends that City Council approve the ordinance amending the FY 2017 Annual Budget and Plan of Municipal Services to provide funding for the professional services agreement.