TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: PUBLIC WORKS

DATE: MARCH 13, 2006

CMR:132:06

SUBJECT: APPROVAL OF AN ENTERPRISE CONTRACT WITH SCS FIELD SERVICES IN THE AMOUNT OF $131,868 FOR LANDFILL ENVIRONMENTAL CONTROL SYSTEMS MAINTENANCE, MONITORING AND REPORTING SERVICES

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached contract with SCS Field Services (Attachment A) in an amount not to exceed $131,868 for landfill environmental control systems maintenance, monitoring and reporting services, including $119,880 for basic services and $11,988 for additional services.

2. Authorize the City Manager or his designee to exercise the option to renew the contract for up to two additional years provided the total maximum compensation does not increase in each year by more than the increase in the consumer price index for the preceding year or 5 percent, whichever is less and provided that the contractor is responsive to the City's needs, the quality of the contractor's work is acceptable during the first year of the contract and/or other conditions that will determine the City's willingness to renew the contract.

DISCUSSION

Project Description

The work to be performed under this contract includes 1) performance of routine landfill gas (LFG) collection and emission control system maintenance, monitoring and reporting; 2) performance of routine leachate extraction system (LES) maintenance; 3) performance of LFG flare stack emissions sampling, analyses and reporting; 4) compilation and preparation of regulatory reports; and 5) performance of non-routine maintenance, repairs and temporary relocations of the LFG and LES piping systems during refuse filling operations.

City landfill permits and state and federal regulations require effective environmental control systems. Control and monitoring of LFG (consisting mainly of methane), are required by the landfill’s Title V Permit as well as by Regulation 8, Rule 34 enforced by the Bay Area Air Quality Management District (BAAQMD). Landfill liquids (leachate) are required to be removed and controlled by the landfill’s Waste Discharge Requirements, issued by the Regional Water Quality Control Board as well as by California Code of Regulations, Title 27.
Due to the nature and quantity of the work, outside resources from a contractor are required. The work requires specialized tools, equipment and trained personnel in sufficient quantity to maintain smooth operation of the environmental control systems of this contract. City staff will provide administrative oversight of the contract to ensure landfill environmental control systems are maintained and operated properly, efficiently, cost-effectively and in compliance with all laws and regulations.

Selection Process
A notice inviting formal proposals for the project was posted at City Hall and sent to four contractors. The solicitation period was 28 days. A proposal was received from one qualified contractor on January 10, 2006. Firms that did not submit proposals were contacted and gave the following reasons why they declined to submit proposals: One firm stated that it was too busy with its current workload; and one firm did not believe it could submit competitive pricing with firms already established in the Bay Area performing the type of work requested.

| Summary of Solicitation Process |
|----------------------------------|--------------------------------------------------|
| Proposal Description/Number     | Landfill Environmental Control Systems Maintenance, Monitoring and Reporting/RFP #115396 |
| Proposed Length of Project       | 36 months                                        |
| Number of Proposals Mailed       | 6                                                |
| Total Days to Respond to Proposal| 28                                               |
| Pre-proposal Meeting Date        | N/A                                              |
| Number of Proposals Received     | 1                                                |

The Certification of Nondiscrimination is Attachment B.

Even though only one proposal was submitted in response to this RFP, an evaluation committee consisting of two staff members from the Public Works Operations Division reviewed the proposal to ensure that the firm was responsive to the criteria identified in the RFP.

The criteria used to select the recommended firm included:
- Experience and qualifications of the firm, as well as key staff assigned;
- Firm’s prior record of performance with the City;
- Proposal quality and completeness;
- Proposal price;
- Perceived response time and ability to perform the work.

SCS Field Services was selected because it was the only firm to submit a proposal. However, SCS Field Services has been the City’s contractor for this work since 1997 and has been performing the work satisfactorily with no significant complaints. SCS Field Services proposal was rated highly for all of the criteria specified above.

Staff has confirmed that the contractor has all applicable licenses and certifications on file.

**RESOURCE IMPACT**
Funding for this contract is available in the FY 2005-06 budget.
POLICY IMPLICATIONS
This project does not represent any change to existing City policies.

ENVIRONMENTAL REVIEW
The repair, maintenance and monitoring of the existing environmental control systems are necessary to stay in compliance with State and Local regulatory requirements and do not have significant environmental impacts. These activities are Categorically Exempt from California Environmental Quality Act (CEQA) under Section 15301, Class 1 exemptions covering the operation, repair and maintenance of existing facilities.

ATTACHMENTS
Attachment A: Contract (includes Certification of Nondiscrimination as Exhibit E)

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