



Upper Valley Waste Management Agency Board Agenda Letter

TO: Board of Directors
FROM: Steven Lederer - Manager
Upper Valley Waste Management Agency
REPORT BY: Steven Lederer, DIR OF PUB WKS/DIST ENGINEER - 259-8228
SUBJECT: Consultant Selection

RECOMMENDATION

Consultant Selection: Report From Ad Hoc Committee and request for Board Direction:

1. Staff recommends Board receive a report from its Ad Hoc Committee (Members Mohler and Canning) and report from Staff;
2. Provide direction as to consultant selection and scope;
3. Reconfirm approval for the Agency Manager to negotiate and sign a contract with the selected consultant to assist in review of the company's proposal to extend the Franchise Agreement.

EXECUTIVE SUMMARY

After discussion at the June Board meeting, an Ad Hoc committee was formed to help with selection of a consultant to help the Board and staff to fully analyze the Company's proposal to provide several additional services and projects to the rate payer in return for a contract extension. A number of firms were investigated, three firms were interviewed, and the Ad Hoc committee has completed it's evaluation, with a suggested consultant and scope identified. Staff seeks Board discussion and direction.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

After discussion at the June Board meeting, an Ad Hoc committee was formed to help with selection of a consultant to help the Board and staff to fully analyze the Company's proposal to provide several additional services and projects to the rate payer in return for a contract extension. Approximately 10 firms were investigated, and the field narrowed to three firms that were interviewed. The Ad Hoc committee has completed its evaluation, with a suggested consultant and scope identified. Staff seeks full Board discussion and direction.

The Agency Manager investigated and reviewed qualifications for about 10 firms. This group was narrowed to three firms to be interviewed, including Vence Consulting, R3, and HF&F. While all the firms possessed broad skill sets, the Ad Hoc committee settled on HF&F out of Walnut Creek as the most qualified. A verbal report will be provided at the meeting.

Subsequent to this tentative selection, Staff and the Ad Hoc committee met with Bob Hilton of HF&F, discussed the potential engagement, and possible ways to approach the review. At the June meeting, the Board recommended a scope as follows:

- | Review of proposed projects, including feasibility, cost, and value (both financial and environmental)
- | A comparison of current UVDS/CFL rates as compared to similar jurisdictions
- | Review of the Distance Factor applied to the member jurisdictions during the rate setting process
- | Provide an opinion on the benefits and risks of extending the contracts versus attempting a bid process
- | Other issues as they may arise

In discussion with Mr. Hilton, the Ad Hoc and staff believe that a preliminary scope item is needed. It is proposed that the Board conduct a facilitated workshop to first establish policies and goals. While this Agency has always been excellent at tactical decision making, extension of a franchise agreement (potentially for 30 years into the future) requires a more strategic look at what the Board wishes to accomplish in that time frame. It is proposed that the September meeting be used to accomplish that task. Following that process it will become more clear which of the Company's project proposals are of interest to the Board and warrant further study.

Staff is in support of the Ad Hoc's recommendations. The Ad Hoc committee requests the full Board provide further input and direction.

SUPPORTING DOCUMENTS

None

Recommendation: Approve

Reviewed By: Steven Lederer