



CITY OF FORT BRAGG

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COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: OCTOBER 29, 2020
TO: CITY/COUNTY JOINT CASPAR COORDINATING COMMITTEE
FROM: TABATHA MILLER, CITY MANAGER
AGENDA ITEM TITLE: Discussion and Possible Direction on Contracting for Additional Services with Diversion Strategies

BACKGROUND AND OVERVIEW:

On March 20, 2019, the Caspar Transfer Station Joint Coordinating Committee decided that an evaluation of a Central Coast Transfer Station was needed in order to determine next steps in a potential project. Traditionally, this work has been supported by Mendocino Solid Waste Management Authority (MSWMA) but changes in staff left that task unattended. Neither the City nor County have resources available to provide these services in-house. This led to the Committee's decision to hire a consultant to re-evaluate the viability of the Highway 20 Transfer Station Project and consider alternatives. To keep this project moving, City staff volunteered to issue an RFP and manage the consultant.

On May 13, 2019, the City Council approved a scope of work for Request for Proposals (RFP) for consulting services. Proposals were due on July 8, 2019 and the City received one proposal from Diversion Strategies located in Sacramento, California. The Caspar Transfer Station Joint Coordinating Committee met on July 18, 2019 to review the proposal and recommended that after successful due diligence, the City execute a contract with Diversion Strategies in September and work commenced in November, 2019. Work progressed until mid-March when the COVID-19 pandemic interrupted work flow for both Diversion Strategies and the City. The draft report was issued in May, 2020 and was presented to the Committee on September 17, 2020.

Committee members didn't fully agree on next steps or the role that Diversion Strategies should assume going forward. Committee members indicated that additional work was desired and that the report left a number of questions unanswered. In response to several committee suggestions, Diversion Strategies provided the attached proposals for continued work.

Three continuing projects were included in the proposals:

- a. Consulting for Collection and Transfer Contracts
 - i. Short-term: \$7,800
 - ii. Long-term: \$14,300
- b. Pro-forma and Rate Analysis
 - i. Short-term: \$6,500
 - ii. Long-term: \$13,000
- c. Finalize Report and Presentations: \$10,515
- d. Site Feasibility Review: \$19,280 - \$69,300

RECOMMENDATION:

Staff recommends that the Committee prioritize tasks, so that resources and time can be allocated appropriately. Unless the County and the City agree to subsidize the Coastal Transfer Station Planning expenses, the funds to pay the continued work of Diversion Strategies or any other planning/design consultants are the same funds available for improvements to the existing Caspar Transfer Station. As of September 14, 2020, the balance of the Caspar Transfer Station fees account was \$190,214.

ATTACHMENTS:

1. Diversion Strategies Proposals