



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 11/3/2011

Agenda Placement: 6D

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors

FROM: Luthy, Richard - Executive Director
Napa-Vallejo Waste Management Authority

REPORT BY: Richard Luthy, Executive Director, Napa-Vallejo Waste Management - 707-299-1314

SUBJECT: Approval of Agreement 2011-13 with Vence Consulting

RECOMMENDATION

RFP AGREEMENT

REQUESTED ACTION: Approval and authorization for the Chair to sign Agreement No. 2011-13 with Tom Vence dba Vence Consulting, for the term November 3, 2010 through December 31, 2012 in an amount not to exceed \$32,000, for preparation of a Request for Proposal (RFP) for waste disposal services.

EXECUTIVE SUMMARY

At the October 6, 2011 meeting, the Board of Directors directed staff to issue a Request for Proposals (RFP) for disposal of MSW and ADC from the Devlin Road Transfer Station. The objective of the RFP process is to select a site or sites to provide long-term disposal of the Authority's waste after expiration of the current contract with Keller Canyon Landfill on June 30, 2012.

Due to limited staff resources, it will be necessary for the Authority to engage the services of an outside consultant to assist in the development and review of the RFP. Vence Consulting has previously provided services to the Authority, most recently during the review of modifications to the contract with Northern Recycling and Operations in 2010, and is well qualified to assist with the RFP process.

Approval of the agreement will expedite the RFP process.

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

Mr. Vence has more than 35 years of professional experience serving government and private clients in all aspects of solid waste management and engineering. He has provided excellent service to the Authority on previous projects, and is available to begin work on the authority's RFP immediately.

The contract limit of \$32,000 should be sufficient to cover preparation and review of proposals, provided there are no protests or appeals of the RFP process or the final selection.

SUPPORTING DOCUMENTS

None

Executive Director: Approve

Reviewed By: Martha Burdick