



## THE CITY OF KEY WEST

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### EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager  
E. David Fernandez, Asst. City Manager - Operations

**FROM:** Jay Gewin, Utilities Manager

**DATE:** May 15, 2010

**RE:** **Approval of a 3-Year Contract with Kessler Consulting, Inc. to Serve as Solid Waste Consultants to the City.**

#### **ACTION STATEMENT:**

This resolution will approve a solid waste services consulting contract with Kessler Consulting, Inc. This was the firm ranked highest by the City Commission from a shortlist submitted by staff, and the Commission authorized staff to negotiate this contract at its April 6, 2010 meeting. (Resolution 10-133)

The duration of this contract will be three years, with an option, maintained by the City, to renew the contract on a yearly basis for up to two years.

#### **BACKGROUND:**

The City Commission directed Staff to issue an RFQ so that the City could create a Solid Waste Master Plan at its December 3, 2009 meeting. This plan would include:

- 1) *Analysis of the City's current solid waste/recycling stream.*
- 2) *Feasibility, budgetary cost, impacts, and how best to enact:*
  - **Composting** (commercial and residential)
  - **Improved Recycle Rates** (commercial and residential) – to include how Key West could comply with the State of Florida's 75% Recycling Goal should it apply to smaller locales in the future.
  - **Pay-as-you Throw** – The concept of billing more for residents that generate the most solid waste.
  - **Best Management Practices for Solid Waste/Recycling**

*Key to the Caribbean – Average yearly temperature 77° F.*

- **E-waste** - to include methods for assurance that all collected e-waste is recycled.
  - **Household Hazardous Waste** – Determine most effective means of collection and recycling of HHW
  - **Effective PR campaign to increase recycling rates**
  - **Other Best Management Practices**
- 3) *Establish a Pathway for the City to Reach Maximum Recovery/Zero Waste, including feasibility and costs.*
  - 4) *Analysis of Current Solid Waste/Recycling Franchise Contracts.*
  - 5) *Analysis of the City's Recycling and Solid Waste Ordinances*
  - 6) *Analysis of the City's Current Solid Waste/Recycling Operations and Staffing Levels*
  - 7) *Commercial Solid Waste/Recycling Billing Class Analysis*
  - 8) *Solid waste/Recycling Fees and Service Comparison to Other Locales*
  - 9) *Consultant will Ensure that the Solid Waste Master Plan Incorporates Key West's Unique Community Dynamics*

City Staff determined that it would be in the City's best interest to draft an RFQ for a Solid Waste Consultant, rather than just for a Master Plan. This way the City will have the option to have the consultant pursue projects in the future should Staff determine that additional information may be needed.

Submittals for RFQ 10-008 were opened on March 3, 2010. A total of 10 firms submitted their qualifications. A ranking committee reviewed the submittals and created a shortlist of 3 firms. At its April 6<sup>th</sup> meeting, Kessler Consulting, Inc. was the highest ranked firm from the City Commission, and staff was instructed to negotiate a contract.

## **PURPOSE AND JUSTIFICATION**

This consultant has unique expertise in the field of solid waste and recycling that can provide very beneficial information and knowledge for the City as we move forward on our Solid Waste Master Plan and other consulting needs.

The rates for Kessler Consulting are very comparable to those of our other consultants.

Kessler Consulting (Solid Waste)	Hourly Rates
Project Director	\$140-\$165
Project Manager	\$120-\$140
Senior Consultant	\$100-\$120
Consultant	\$80-\$100
Research Analyst	\$60-\$80
Technical Support	\$40-\$60
Gary Liss (Kessler Subconsultant)	\$150

Jeffrey Morris (Kessler Subconsultant)	\$150
Ty Symroski (Kessler Subconsultant)	\$75

The General Services Dept., Risk Management, and the Legal Dept. have reviewed this contract. It will be the basis from which the Solid Waste Master Plan and any other task orders will be issued.

**OPTIONS / ADVANTAGES / DISADVANTAGES:**

1. The City Commission can decline hiring a solid waste consultant. This option is not recommended by staff. Utilizing consulting contracts with various firms has been one of the key ingredients in the City's ability to manage projects simultaneously, and benefit from a level of expertise that is not available within City staff. Without the assistance of a solid waste consultant, it would be tremendously difficult to construct a viable Solid Waste Master Plan.
2. The City Commission can approve this contract with Kessler Consulting, Inc. Having Kessler Consulting under contract will enable the City to proceed with the task order for the Solid Waste Master Plan, and offers a tremendous amount of expertise in solid waste and recycling that the City can utilize.

**FINANCIAL IMPACT:**

There is no direct cost related to entering into a contract with this firm. However, the cost of services for any particular project, such as the Solid Waste Master Plan, will be established through a task order. As per the City's purchasing code, any task order exceeding \$20,000 will be brought to the City Commission for approval.

**RECOMMENDATION:**

Staff recommends that the City Commission select option 2, the approval of a solid waste consulting services contract with Kessler Consulting, Inc.