



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Professional Services Agreement to Develop the 2025-2045 Glendale Recycling Center Master Plan

- 1) Motion authorizing the City Manager, or a designee, to award a professional services agreement to HDR Engineering, Inc. to develop the 2025-2045 Glendale Recycling Center master plan

COUNCIL ACTION

Item Type: Consent Calendar

Approved for October 24, 2023 **calendar**

EXECUTIVE SUMMARY

Recent disruptions to the local market for recyclables material have resulted in the closure of recycling centers throughout Southern California. The Glendale Recycling Center has remained open, but recently transitioned from a revenue generating facility to one that now costs the city to keep in operation. Following a request for proposals (RFP) process, the proposed professional services agreement with HDR Engineering, Inc. to develop the 2025-2045 Glendale Recycling Center master plan is intended to afford the city the best opportunity to maximize this facility operationally and financially into the future.

COUNCIL PRIORITIES

Operational Efficiency: A master plan for the Glendale Recycling Center will provide the city with a long-term plan for processing recycling and organics from residential routes to provide the city with the best opportunity for these services to continue to be provided in Glendale.

Financial Sustainability: Through analyzing operational logistics of the Glendale Recycling Center and accounting for upcoming market changes, financial stability of the Refuse Fund will be maintained.

RECOMMENDATION

Approve a motion awarding a professional services agreement to HDR Engineering, Inc. to develop the 2025-2045 Glendale Recycling Center master plan for \$271,052.

BACKGROUND

The Glendale Recycling Center, located at 540 West Chevy Chase Drive, is owned by the city and operated under contract by the Allan Company dba Cedarwood Young Company since 2005. The facility processes approximately 10,000 tons of curbside recyclables and redeems 6,000 tons of recyclables from the community annually. Recently, numerous factors have impacted this facility which justify the development of a master plan for continued operations into the future.

Although the Glendale Recycling Center is permitted to process up to 250 tons of recyclables per day and operate up to 24 hours a day, the tonnage of recyclables processed has significantly decreased. The reasons for the decrease in tonnage are 1) products are made lighter (ex. plastic and cardboard are thinner), 2) Glendale's commercial (and multi-family) routes are now franchised, and 3) mixed paper use has decreased. California Senate Bill 54, which reduces plastic packaging but also establishes aggressive recycling goals is expected to change the recyclables stream further.

The recycling market is dependent on the international market which has dramatically changed in recent years. Because of China's Green Fence and National Sword policy, exports of recyclable materials to China has decreased since 2012. California recyclables are now sent to Taiwan (2.4 M tons), Vietnam (2.2 M tons), Thailand (1.6 M tons), Korea (1.3 M Tons), Malaysia (1.1 M Tons), China, Mexico, and Canada.

Senate Bill 54, as well as the dynamic international recycling market, creates a volatile market for recyclables and organic material. The diversion market in Southern California is more competitive with a larger population, very strict air quality standards, and space constraints. For these reasons, the recycling center master plan will help the city better prepare for the future market changes. By estimating future costs associated with transportation, equipment, processing, and staff time, the city will be better prepared for the closure of Scholl Landfill in 2025 and upcoming recycling market changes.

For these reasons and to prepare for future recycling market changes, an RFP for the Glendale Recycling Center master plan 2025-2045 was prepared.

ANALYSIS

The Public Works Department released an RFP for the Glendale Recycling Center master plan 2025-2045 on May 15, 2023, with a due date of July 7th. The release of the RFP followed all city procurement protocols and was posted on the city's website. Additionally, the RFP was emailed directly to ten prospective consultants. Only two firms showed interest in submitting a proposal and attended the June 5th, 2023 Recycling Center tour and pre-proposal meeting: Meron, Inc. and HDR Engineering, Inc. Both companies have engineering backgrounds, however, HDR Engineering, Inc., was the only company that submitted a proposal to the city. HDR Engineering Inc. has experience at more than 200 solid waste facilities and includes a subcontractor JMRA, an architectural, engineering and planning firm with transfer station knowledge. A full-service consulting team with recycling center knowledge and transfer station retrofit experience is necessary to develop an effective Recycling Center master plan.

Public Works staff reviewed the one proposal from HDR Engineering, Inc. The proposal received an overall score of 90 out of 100 after being reviewed and evaluated based on the following criteria by the review panel:

- Quality, Clarity & Responsiveness of the Proposal
- Team Experience & Qualifications
- Relevant Project Experience
- Proposed Project Methodology
- Satisfaction of Previous Clients
- Best Value

HDR's proposal was deemed responsive as well as cost-effective considering their level of experience with planning recycling facilities for various cities, their familiarity with recycling economics in the region, as well as their familiarity with the city's own recycling infrastructure. This experience is crucial considering the anticipated closure of the city's Scholl Canyon Landfill and its impact on our collection infrastructure.

Project Description:	Glendale Recycling Center Master Plan
RFP Approved:	N/A
Advertisement Method:	City website and email
RFP Issued:	May 15, 2023
RFP Due Date:	July 7, 2023
Company Name(s) and Proposal Amount(s):	HDR Engineering, Inc.: \$271,052

Recommended Consultant(s):	HDR Engineering, Inc.
Selection Criteria (If SS, list applicable Provision):	Quality, Clarity & Responsiveness; Team Experience & Qualifications; Relevant Project Experience; Proposed Project Methodology; Satisfaction of Previous Clients; Cost
New / Existing Consultant(s):	Existing
Procurement Method (RFP / SS):	RFP
Contract Term:	1 Year
Project Begins:	September 2023
Project Ends:	September 2024

STAKEHOLDERS/OUTREACH

The Glendale Recycling Center is open to the public and the master plan will account for recyclable materials received from non-city customers.

FISCAL IMPACT

The Glendale Recycling Center master plan will cost \$271,052 which was approved as a part of the FY 2023-24 budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below:

Existing Appropriation		
Amount	Account String	Funding Source
\$271,052	43110-5300-PWD-7523-P0000	Refuse Disposal Fund

ENVIRONMENTAL REVIEW (CEQA/NEPA)

This item is considered a ministerial activity and therefore, not subject to CEQA review.

CAMPAIGN DISCLOSURE

The names and businesses address of the members of the board of directors, the chairperson, CEO, COO, CFO, subcontractors and any other person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit 1 in accordance with City Campaign Finance Ordinance N. 5744.

ALTERNATIVES

Alternative 1: Approve the attached motion awarding a professional services agreement to HDR Engineering Inc., to develop the 2025-2045 Glendale Recycling

Center master plan for \$271,052. The plan will inform the city on future decisions for this facility.

Alternative 2: Do not to not approve the attached motion. Decisions regarding the future of this facility will lack information from a comprehensive analysis.

Alternative 3: City Council may consider another any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Prepared by:

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Etienne Ozorak, Integrated Waste Superintendent
Daniel Hardgrove, Assistant Director of Public Works

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

Exhibit 1: Disclosure - Campaign Finance Ordinance - Contractors and Subcontractors