



CITY OF SAINT ANTHONY VILLAGE
WORKSESSION AGENDA
Tuesday, September 27, 2022 at 5:45PM

[Join Meeting via Zoom](#)

There is also a dial-in option available. Members of the public who wish to attend the meeting may do so in person.

1. Minutes

Documents:

[WS 9-13-22.PDF](#)

2. Worksession Topics

A. Waste Hauler RFP Results

Nicole Miller, Assistant to the City Manager, presenting.

Documents:

[COVER MEMO.PDF](#)

[FOTH SUMMARY OF RFP RESULTS.PDF](#)

3. Future Worksession Dates, Times And Agenda Items

Next Worksessions:

October 11th 5:45-

2023 Long Term Capital Budget Plans

Single Family Home Rentals

4. Adjournment

If you would like to request special accommodations or alternative formats, please contact the City Clerk at 612-782-3313 or email city@savmn.com. People who are deaf or hard of hearing can contact us by using 711 Relay.

Our Mission is to be a progressive and welcoming Village that is walkable, sustainable and safe.

City of St. Anthony
CITY COUNCIL WORK SESSION

Minutes

September 13, 2022

Present:

Mayor & Council

Bernard Walker, Mayor Pro-Tem, Thomas Randle, Councilmember, Jan Jenson, Councilmember

Staff:

Charlie Yunker, City Manager, Jeff Spiess, Police Captain and Mike Huddle, Police Sergeant

Call to Order:

Mayor Pro-Tem Walker called the Work Session to order at 5:50 p.m.

Police Department Staffing Structure:

Captain Spiess and Sergeant Huddle presented the to the Council a justification for considering adjusting and adding to the police department staffing structure. The presentation highlighted the department's strategic plan objectives that the additional positions would support, and an analysis of the current structure and compared to typical staffing levels based on call loads.

Staff highlighted the needs in the investigative area as the top priority given the expansion in number and complexity of cases the department is handling. Staff proposes that the City consider participation the Ramsey County investigative team, and adding an additional command-level position in 2024. Adding patrol officers to all shifts would be requested to be considered in the future.

Council expressed appreciation for bringing the information and the needs forward to be considered in the 2023 budget process. Council will also plan on discussing thoughts during the annual Goal Setting session in January.

Future Work Sessions:

Next Work Sessions will be held on September 27th, 2022, at 5:45pm in the Council Chambers.

Adjournment:

The meeting adjourned at 6:55 p.m.

Respectfully submitted by Charlie Yunker, City Manager.



MEMORANDUM

To: Saint Anthony Village City Council
From: Nicole Miller, Assistant to the City Manager
Date: September 27, 2022 City Council Work Session
Request: Review of Proposals (RFP) for Solid Waste and Recycling Services

BACKGROUND

Our current organized collection contract for solid waste and recycling ends April 1, 2023. Staff has engaged in discussion with the Council on desires for the next solid waste and recycling contract.

Through discussions with the Council, and guidance from Foth Infrastructure & Environment, LLC, the below items were identified to be included/revise from the previous RFP:

- Seek proposals from a single hauler to service the whole City
- Curbside organics collection
- Weekly recycling collection

In addition to the above listed updates, the following items have also been included:

- Inclusion of collection of waste and recycling for all City facilities
- Inclusion of hauler-staffed Spring Clean-Up Event
- Separation of refuse collection and disposal prices for increased transparency

PROPOSAL EVALUATION

The City received two proposals for our next solid waste and recycling contract. Those proposals were from Walters Recycling & Refuse and Aspen Waste Systems, Inc.

City staff assembled a Proposal Review Committee, comprised of our City Manager, Assistant to the City Manager, Public Works Director, Finance Director, and Ramsey County Environmental Health Specialist.

The committee reviewed the proposals as submitted and evaluated the following areas:

- Disruption of service
- Experience and Capacity
- Thoroughness and Responsiveness to RFP
- References

Foth provided financial analysis and comparisons to the group on for both proposals.

The committee formulated follow up questions for both haulers prior to in person interviews. These additional questions as well as the in person interview allowed the committee to dive deeper into conversation with the haulers on items such as; customer service, organics and pricing.

Customer service:

The review committee discussed the importance of providing a high level of service for all of our residents. Some of the specific items that were discussed were: plan for rolling out new hauler, cart size selection for residents, communicating customer set out incidents (blocked cart, unacceptable materials, etc.), and communications specific for St. Anthony residents.

Both proposals received demonstrated the shared vision for providing a high level of service to our residents. In addition, during the interviews both haulers appeared to be willing to work as a team with city staff to ensure a high level of communications and service levels for our residents.

Curbside organics:

Through conversations with both haulers along with Ramsey and Hennepin counties, there are still unknowns as to how a curbside organics program for St. Anthony would work given the different states of readiness in each County. For example, currently Ramsey County's food scraps durable compostable bag pilot program is anticipated to start sometime in 2023. And currently Hennepin County's curbside organics program is a separate cart for organics only, that is picked up by a separate truck and brought to an industrial compost site.

The haulers also discussed the challenges of an opt-in option for residents tends to realize low usage, and an opt-out option with everyone paying for the service but the option to opt-out of receiving the service approach, tends to be more cost efficient for both the haulers and the residents overall.

The review committee recommends having a reopener clause for curbside organics in the future in the contract. This reopener clause would allow the city and hauler to reopen the contract to only discuss cost of curbside organics and program details when the time comes.

Weekly Recycling:

Both proposals included every other week recycling prices as well as alternate every week recycling price. The haulers discussed the logistics for conducting every week recycling and the low return on investment for the city/residents due to additional cost for the subscriber and wear on roads having additional truck on the streets every week vs. every other week. Both haulers are open to working with the city if this is a desire in the future.

The review committee recommends having a reopener clause for adding every week recycling in the contract if trends and demand for weekly recycling service shift within the term of the contract.

RECOMMENDATION

Both haulers provided thorough and complete proposals, and the committee determined that both haulers are fully capable of serving the City well. The financial analysis attached to this memo clearly shows a significant cost difference between the two, and thus the decision of the committee is to recommend moving forward with contract negotiations with Aspen Waste Systems, Inc.

DISCUSSION ITEMS FOR COUNCIL FEEDBACK

Below are the specific items for discussion and feedback:

- Does the Council have any questions about the proposal review process?
- Does the Council wish to have a reopener clause in the final contract for curbside organics?
- Does the Council wish to have a reopener clause in the final contract for weekly recycling?
- Other considerations for staff?

ATTACHMENTS:

- Foth Summary of RFP Process and Results

8550 Hudson Boulevard North
Eagle Point Office Center II, Suite 105
Lake Elmo, MN 55042
(651) 288-8550
foth.com

September 13, 2022

TO: Nicole Miller, City of Saint Anthony Village (City)

CC: Charlie Yunker, City
Filsan Ibrahim, Ramsey County
Cami Van Abel, Foth Infrastructure & Environment, LLC (Foth)
Gabi Romenesko, Foth

FR: Dan Krivit, Foth

RE: Summary of RFP Process and Results To-Date

Introduction

Foth Infrastructure & Environment, LLC (Foth) prepared this memorandum (memo) to summarize the process and results to-date of the City of Saint Anthony Village (City) recent request for proposals (RFP) for Residential Solid Waste and Recycling Services as released on July 1, 2022.¹ Foth is serving the City as the consultant under the Ramsey County Technical Assistance Program (TAP).

The City intends to maintain its basic organized collection structure for contracting solid waste and recycling services. The City also intends to transition from three haulers to a single hauler system through this RFP process. The list of contract services includes, but is not limited to, the following:

- ◆ City-wide, weekly refuse collection service and delivery to a designated disposal facility.
- ◆ City-wide, every-other-week (EOW) recycling collection service and delivery to a materials recovery facility. As an alternate proposal, weekly recycling collection frequency pricing was also requested in this RFP packet.
- ◆ Subscription, weekly seasonal (April through November) yard waste collection service and delivery to a Composting Facility.
- ◆ Ownership and management of all refuse, recycling, and yard waste carts.
- ◆ Subscription “on-call” bulky waste collection service and delivery to a disposal facility.

¹ The City posted the RFP on its web page dedicated to this project at: <http://savmn.com/563/Request-for-Proposals> including the schedule and the RFP packet including: http://savmn.com/DocumentCenter/View/2417/FINAL_SAV_RFP-2022; the Draft Contract: <http://savmn.com/DocumentCenter/View/2416/Final-DRAFT-Contract-2022>

- ◆ Refuse and recycling services from designated City buildings, and park facilities at no charge to the City.
- ◆ Drop-off collection event for annual spring City “Clean-Up Day”.
- ◆ Public education services from the selected hauler
- ◆ Planning for curbside organics recycling.
- ◆ Reporting and data collection as detailed in the RFP “Draft Contract”.
- ◆ Direct customer support services to residents, businesses, City buildings and park facilities.

RFP Process and Schedule

The Draft Contract itemized the City priorities for the new contract in the preamble “whereas” section. Section 2.9 of the RFP detailed the proposal evaluation criteria including:

- ◆ Price schedules
- ◆ Disruption of service
- ◆ Experience and capacity
- ◆ Thoroughness and responsiveness
- ◆ References

The RFP stated that no single criterion will be determinative of the best proposal, and the foregoing list is not inclusive.

Questions from proposers were allowed and answered by the City.² Proposals were due on July 29, 2022.

The City established a “Proposal Review Committee” made up of the following members:

- ◆ Charlie Yunker, City Manager
- ◆ Nicole Miller, Assistant to the City Manager
- ◆ Shelly Rueckert, City Finance Director
- ◆ Jeremy Gumke, City Public Works Director
- ◆ Filsan Ibrahim, Ramsey County Environmental Health Specialist

Results to Date

Two proposals were received by the City: Aspen Waste Systems, Inc. (Aspen) and Walters Recycling and Refuse, Inc. (Walters). Both proposals were deemed to be complete and responsive. The Proposal Review Committee met initially to discuss and carefully evaluate the two proposals. Customized questions were provided by the Proposal Review Committee to each proposer and written responses prepared by the proposer were received by August 29, 2022. Individual interviews were then conducted with each proposer on August 30, 2022.

Foth calculated the estimated five-year total costs over the life of the contract based on proposed prices from the two respondents and assumptions in the RFP.

² Questions from Proposers and answers from the City:
<https://www.savmn.com/DocumentCenter/View/2427/Questions-recd-from-haulers>



Table 1 is a summary comparison of the total cost of services over the five-year contract period of the contract. These costs do not include taxes and environmental fees.

Table 1
Comparison of Five-Year Total Costs

	Aspen	Walters
Refuse	\$1,902,341	\$2,734,215
Recycling	\$696,028	\$755,906
Yard Waste	\$612,709	\$935,213
Bulky Waste	\$106,879	\$130,629
Total	\$3,317,957	\$4,555,963

Prepared by: GGR
Checked by: DFK

Additional details (e.g., proposed unit prices) are not included in this summary. Pursuant to the RFP, proposals and such related correspondence are confidential until the final contract is executed.

The Proposal Review Committee reviewed all information and carefully evaluated each proposal against the RFP proposal evaluation criteria. Subsequently, the Proposal Review Committee provided a recommendation for the City to move forward to contract negotiations with a selected proposer.