

Falcon Heights Environment Commission
May 11th, 2015
6:30 p.m.

Agenda

- 1) Approval of Minutes from April 13th, 2015 Meeting
- 2) Urban Forestry Update - Andy Hovland
- 3) Cornercopia - Courtney Tschida
- 4) Recycling RFP for 2016 - Jean Buckley
- 5) Ice Cream Social (July) - Discuss
- 6) Announcements

Next Meeting: Monday, June 8th, 2015

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

**City of Falcon Heights
Environmental Commission Minutes
April 13, 2015**

PRESENT: Commissioners Hall, Hartman, Montgomery, and Holmes, Council Member Mercer-Taylor, Staff Liaison Moretto

ABSENT:

The meeting was called to order at 6:36 p.m. by Chair Holmes.

Introductions and Welcome to new Staff Liaison Paul Moretto

Chair Holmes introduced new Staff Liaison Paul Moretto and the Commission introduced themselves. Staff Liaison Moretto provided a brief update and bio on himself and his experience.

The minutes of the November 17, 2014 meeting of the Environmental Commission were approved.

Climate Change Adaption Planning Presentation by Commissioner Montgomery

Commissioner Montgomery presented on climate science and a vulnerability study. This was related to urban assessments in regard to climate change. A pilot program in Chicago in association with the US Forest Service was discussed. It was mentioned that the UMN St. Paul Campus has a program coordinator. Commissioner Montgomery explained that this program usually works with governance organizations. The Commission agreed to have Staff Liaison Moretto invite Andy Hovland and, if possible, Leslie Brandt to speak about this issue.

Car-2-Go

Staff Liaison Moretto reported that Car-2-Go would no longer be pursuing expansion into Falcon Heights. Any changes would be reported to the Commission.

Filling Vacant Seats on the Commission

The Commission discussed the need to fill vacancies on the Commission. Staff Liaison Moretto was instructed to develop ideas to reach out to the community to fill these positions.

GreenStep 4

Staff Liaison Moretto highlighted the important topics of the GreenStep 4 information meeting held in March 31st. The Commission discussed what role the city could engage in considering limited staff. An approach of watching the process was recommended. Falcon Heights would be an interested observer. It was proposed that the Staff Liaison Moretto go to the June League of Minnesota Cities meeting in Duluth, MN.

2016 Recycling RFP

The Commission discussed the process of composing a new RFP for the 2016 Falcon Heights Recycling contract. A number of items were discussed and this topic will be further discussed and explored in future meetings. The Commission directed Staff Liaison Moretto to invite Jean Buckley from Ramsey County to advise the Commission on this matter.

Information and Announcements:

No information or announcements were made.

Community Forum:

No community forum was held.

ADJOURNMENT: The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Paul Moretto – Staff Liaison

City of Falcon Heights RFP for Recycling Collection Services Highlights

Copies of the Highlighted RFP will be available at the Commission Meeting.

Updates (Highlighted in Orange):

1. All dates must be changed to reflect 2015/2016.
2. Facts and figures must reflect most current data.
3. Names of contacts must be updated to current contacts.
4. Attachment A needs an updated calendar.

Items to look at in order of appearance (Highlighted in Pink):

1. Dual stream vs. Single Stream
2. Organics
3. Background info
4. Items not to be collected
5. Fees
6. Public Education Component
7. Proposal Scenarios
8. Collection Hours
9. Publicity, Promotion, and Education
10. Monthly and Annual Reports
 - a. Minimum requirements
11. Annual Performance Review
12. Multi-Family Unit Education
13. Annual Report to MFD
14. Community Event Recycling
15. Dual Stream v Single Stream
16. Optional Services
17. Evaluation Criteria
18. Insurance and Other Legal Requirements
19. Performance Bond
20. All Attachments should be looked at

Checklist of Recycling RFP Collection Services

This *Recycling RFP Checklist* assumes a city's procurement process could result in one Contractor or multiple Contractors.

◆ **Applicable Customers**

- ▶ Generally: Single-unit to four-unit properties included.
- ▶ Operationally: Any property that currently gets "curbside" recyclables collection services (e.g., with a cart). No dumpsters.
- ▶ Multi-unit (five-unit and above) and commercial properties generally excluded, unless they have cart-type service.
- ▶ Townhomes are included if they currently have cart-type recyclables collection services.
- ▶ May allow small business to "opt-in" with cart-type recycling service.

◆ **Recycling Services**

- ▶ Single-stream recycling system assumed.
- ▶ See Attachment 1 for Ramsey County's standard list of recyclables. This is a guideline to serve as a recyclable materials commodity checklist and not a required mandate from the County.
- ▶ Every other week recycling service in a 65 or 95 gallon cart with a 95 gallon cart as the standard cart size. Every other week is the level of recycling service assumed although every week may be desired.
- ▶ Additional recycling carts allowed at no additional charge.
- ▶ Optional weekly recycling service allowed with an alternate price in the RFP. Both weekly and every other week recycling to be priced by the RFP respondents with the city making the final choice citywide.
- ▶ Unlimited pick up of properly prepared items, including "occasional" recyclables overflow set in paper bags, etc., next to the cart. If chronic recycling overflows, residents could be required to get a larger or extra recycling cart (at no additional charge).
- ▶ Doorstep service for eligible residents allowed. Residents would apply via simple doorstep service application form to the city.
- ▶ Dumpsters shall be provided instead of carts where space and building owners allow.

◆ **Organics**

- ▶ "Plan to plan" for organics is the bare minimum. Alternatively, a city may wish to require organics recycling services (e.g., first through an "opt-in" type of subscription system).
- ▶ Specify a base organics collection system and have the respondents include a price for the base and/or an alternate system.
- ▶ Price should be expected to decrease in increments as the number of subscriptions increase.

- ◆ **Cart Ownership**
 - ▶ All carts purchased, owned, and maintained by Contractor(s) or the City. [RFP to specify which, or provide price alternates for both options.]
 - ▶ New or used carts allowed; RFP/RFQ respondents must provide a cart transition and implementation plan in their proposals.
 - ▶ All used carts to be cleaned. All carts to be labeled with a City sticker and hang tag for new program.
- ◆ **Service Days**
 - ▶ Service days (Monday through Friday) to be the same day garbage is collected.
 - ▶ Six (6) major holidays will continue to be designated.
- ◆ **Billing and Customer Service**
 - ▶ City responsible for billing the residents? E.g., directly on the utility bill? Via JPA on the real estate tax statement?
 - ▶ Customer service, including complaints from the residents, will be provided by the Contractor(s).
 - ▶ Customer service hours are Monday through Friday, from 7 a.m. until 6 p.m. except holidays. Each individual hauling company must have 24-hour, 365-day automatic phone answering system without extensive hold times or menus. Each company must have an after-hours method to receive messages, with a commitment to return the call on the next business day.
- ◆ **Contractor(s) Public Education**
 - ▶ Contractor(s) will be required to maintain city-specific webpage.
 - ▶ Contractor(s) will attach city-provided cart hang tag with roll-out of recycling cart.
 - ▶ If City wants the Contractor to be the first point of customer service, all hang tags on carts will contain the Contractor's phone number. [Labels may also contain Contractor's phone number, depending on if the City or the Contractor own the carts.]
 - ▶ Contractor(s) is required to notify residents annually of rates (if Contractor bills), regulations, and complaint procedures.
 - ▶ Contractor(s) will provide additional education and outreach tools, which must be approved in writing by City before distribution.
- ◆ **City - Enhanced Public Education Commitments**
 - ▶ City will approve education components prior to sending or posting by Contractor(s).
 - ▶ City will promote public education and outreach within the schools.
 - ▶ The City will comply with Ramsey County annual work plan
- ◆ **Contractor(s) Reporting, Operations (Routes, Hours, etc.)**
 - ▶ Recycling loads from city contracted residents may not be mixed with other materials.
 - ▶ City should determine whether to require "straight loads" (only one city's materials per load) or allow mixing with other cities' recyclable loads.
 - ▶ Requirements for monthly (or no less than quarterly) tonnage reporting of all items collected under Contract on city-designed forms.
 - ▶ Requirements to notify the City of chronic non-recyclers.

- ▶ Proposed annual work plan for continuous service and education improvement required. At least one meeting between City and Contractor to discuss and finalize annual work plan.
 - ▶ Contractors must submit detailed route plans, by day district, for city files. Contractors must notify the City 30 days prior to any permanent, significant route changes.
 - ▶ Contractors shall comply with the city noise ordinance. Pickups will not start before 7 a.m. or occur after 10 p.m. or as specified in each city's ordinance.
- ◆ **Collections from City Buildings and Parks**
- ▶ This program is to be maintained as a separate contract. OR
 - ▶ This program to be included in the Contract. If so, specify buildings, dumpster/cart sizes, and service levels and price.
 - ▶ The Contractor shall provide recyclables collection service at special events without any added charge to the City. [City to specify the list of events and describe level of services in RFP.]
- ◆ **Term of Contract**
- ▶ Three (3) year Contract with two, one (1) year extension options.
- ◆ **Contractor Structure**
- ▶ Contractor(s) can be an individual organization, consortium, team, or Contractor/subcontractor.
 - ▶ City may add administrative fee to be billed by the Contractor(s) and remitted to the City (if Contractor does billing)
- ◆ **Pricing**
- ▶ \$ per household per month.
 - ▶ No CPI or other annual adjustments for first three years. If an extension is approved, CPI rate may be applied if requested by Contractor.
 - ▶ No “fuel surcharge,” “environmental surcharge,” “market variation surcharge,” etc.
- ◆ **Revenue Sharing**
- ▶ Revenue sharing to be clearly specified in the RFP. Formula clearly defined, with two example calculations to show how it works. (E.g.,
 - ▶ Revenue share gross value of recyclables based on published end market indexes (not actual prices received).
 - ▶ Floor is zero (no negative “revenue share” on any individual commodity).
- ◆ **Performance Bonds, Licenses Required, Subcontracting**
- ▶ Performance and payment bonds will be required.
 - ▶ Subcontractors are allowed, but must be first approved by the City and must show evidence they are adequately licensed, bonded and insured.
 - ▶ Licenses and bonding are required, even for subcontractors.

Attachment 1

**Ramsey County's Proposed
Checklist of "Standard Recyclables"**

[TO BE INSERTED BY FOTH, ASAP]

DRAFT