

**AGENDA ITEM SUMMARY**

**DATE:** 01/09/2012    **DEPARTMENT:** Grants/Engineering    **DEPT. HEAD SIGNATURE:** HD

**SUBJECT:**

Ratification of Grant Application for Transportation, Community & System Preservation Program (TCSP) to fund River Street ICDBG project match

**AUTHORITY:**     ID Code \_\_\_\_\_     IAR \_\_\_\_\_     City Ordinance/Code \_\_\_\_\_

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

On December 19, 2011, the Hailey City Council gave direction to city staff to apply for TCSP discretionary funding in a manner that would capture the project match (\$746,538) needed for the ICDBG River Street project. The council also requested review of the project budget along with this process.

The TCSP requirements are different than the ICDBG requirements in two key areas:

- LHTAC Administration is required. As such, we increased the budget to include an 8% construction management cost (\$70,887).
- Funds expended prior to agreement dates are NOT allowed as match. Match must be at least 20% of the funding request. We spent \$37,316 to date on the 30% Design engineering. That amount is added to the project total cost, but not included in the project match.

Additionally, we increased the engineering costs to 15% of the construction estimate. It had been previously estimated just under 10%.

Total Project Cost	\$1,338,390	as revised by above
ICDBG Grant Amount	- 500,000	

<b>Remaining Costs</b>	<b>\$ 838,390</b>	<b>increased from previous \$746,538</b>
Less pre-grant costs	- 37,316	

TCSP Related Costs	\$ 801,074
20% Match Required	- 160,215

**TCPS Grant Requested \$640,859      as shown in attached grant application**

<u><b>FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS</b></u> Caselle # _____	
Budget Line Item # _____	YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____	Estimated Completion Date: _____
Staff Contact: _____	Phone # _____

See Attached Project Budget

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library             | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney      | <input type="checkbox"/> Mayor               | <input type="checkbox"/> Streets            |
| <input type="checkbox"/> City Clerk         | <input type="checkbox"/> Planning            | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> Building           | <input type="checkbox"/> Police              | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Fire Dept.         | <input type="checkbox"/> P & Z Commission    | <input type="checkbox"/> _____              |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

The application due date was January 6, 2012. This application was submitted. Should the council determine not to ratify the application, per motion below, the city would withdraw the application.

**Motion to ratify grant application for Transportation, Community & System Preservation Program (TCSP) award of \$640,859 to be applied to the River Street Project as a portion of the ICDBG grant match.**

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record

Copies (all info.):

Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_

Copies (AIS only)

ICDBG - River Street Project Budget

ITEM	SOURCE REFERENCE	QUANTITY	UNIT	UNIT COST LABOR & MATERIALS	REGIONAL ADJUSTMENT	ADJUST. UNIT COST LABOR & MATERIALS	TOTAL COST
<b>CONSTRUCTION TOTAL</b>							
River Street							\$801,404
Galena Street							\$14,143
Carbonate Street							\$23,531
Bullion Street							\$25,295
Croy Street							\$21,709
<b>SUBTOTAL CONSTRUCTION</b>							<b>\$886,082</b>
<b>ADMINISTRATIVE FEES</b>							
Engineering	01 11 31.30	1	EA	10.00%	1.000	10.00%	\$88,608
Construction Management	01 11 31.20	1	EA	8.00%	1.000	8.00%	\$70,887
Construction Layout	01 71 23.13	10	DAY	\$2,125.00	1.000	\$2,125.00	\$21,250
Construction Testing	Estimate	1	EA	2.5%	1.000	2.5%	\$22,152
1.25% for Art	Estimate	1	EA	1.25%	1.000	1.25%	\$15,389
<b>Grant Administration</b>	Estimate						<b>\$44,000.00</b>
<b>SUBTOTAL</b>							<b>\$262,286</b>
<b>TOTAL I</b>							<b>\$1,148,368</b>
10% Contingency							\$114,837
Previous Expenditures - 30% Design Engineering to Economy and Grant Writing to Lisa Bachman							(\$37,316)
City In-Kind Labor							\$37,870
<b>GRAND TOTAL</b>							<b>\$1,338,390</b>

## Transportation, Community, and System Preservation Program (TCSP)

### PROGRAM FY 2012 GRANT APPLICATION

#### PART A. PROJECT INFORMATION

Project Title:	River St. Downtown Revitalization
Project Location (Include City/County, State):	Hailey, Blaine County, Idaho 3 blocks of River St. (STC 8030) from Croy to Galena in downtown core and side streets connecting to SH 75
State Priority (to be completed by State DOT):	Not submitted for ranking
<b>GRANTEE CONTACT INFORMATION</b>	
Grantee Contact Name:	Tracy Anderson
Agency/Tribal Government:	City of Hailey
Mailing Address (Street/P.O. Box):	115 S Main St.
City, State, Zip code:	Hailey, ID 83333
Phone:	(208) 788-4221, x26
Fax:	(208) 788-2924
E-Mail:	tracy.anderson@haileycityhall.org
<b>STATE DOT CONTACT INFORMATION</b>	
State Contact Person:	Jerry Flatz, P.E.
Phone:	(208) 344-0565
Fax:	(208) 344-0789
E-Mail:	jflatz@lhtac.org
<b>FHWA DIVISION OFFICE CONTACT INFORMATION</b>	
Division Contact Person:	Lori Porreca, PHD
Phone:	(208) 334-9180 x132
Fax:	(208) 334-1691
E-Mail:	lori.porreca@dot.gov

<b>CONGRESSIONAL INFORMATION</b>				
Congress Member:	Rep. Michael Simpson			
Congressional District No.:	ID2			
TCSP Program Funds:	\$640,859.00			
Matching Funds/In-kind Services Value:	\$160,215.00			
Matching Funds/In-kind Services Source:	City of Hailey			
Total TCSP-Related Project Costs:	\$801,074.00			
<b>TO BE COMPLETED BY THE FHWA DIVISION OFFICE</b>				
State Administered?		Yes		No
Division Administered?		Yes		No
"Transfer" TCSP funding for Project Administration?		Yes		No
If yes, which Federal Agency				
Will the project be obligated by September 30, 2012?		Yes		No
Date grant application approved by FHWA Division Office				

### Part B. Project Abstract

*(Maximum 4 sentences) Briefly describe the how the TCSP Program funds will be used to support the proposed project.*

The River Street Downtown Revitalization is a multi-modal project that reconstructs the street with narrow travel lanes, adds sidewalks, improves parking, resolves drainage problems, adds bike lanes, improves transit stops, and adds street lighting and low-water use landscaping. The project goals are to enhance connectivity, improve safety and support economic development in the downtown core and region while adhering to Partnership for Sustainable Communities livability principles. The TCSP Program funds and Hailey's TCSP Program match will be combined with an in-hand \$500,000 Idaho Community Development Block Grant (HUD funds) to complete the project.

## Part C. Project Narrative

### Project Description & Priority Considerations

River Street is a Federal-aid Designated Collector street in Hailey's downtown core. The project area includes three blocks on River St. in the heart of downtown, and the associated side streets that link River St. to State Highway 75 (Main St., which lies one block to the east).

The River Street Downtown Revitalization is a multi-modal project that reconstructs the street with narrow travel lanes, adds sidewalks, improves parking, resolves drainage problems, adds bike lanes, improves transit stops, and adds street lighting and low-water use landscaping. The project goals are to enhance connectivity, improve safety and support economic development in the downtown core and region while adhering to Partnership for Sustainable Communities livability principles.

**IMPROVE THE EFFICIENCY OF THE TRANSPORTATION SYSTEM** – The project represents the integration of the Hailey Comprehensive Plan, Hailey Transportation Master Plan, Hailey Capital Improvement Plan, Hailey Downtown Strategy and Hailey Citizen Survey. The Comprehensive Plan has a clearly stated goal to, "Create and maintain a pedestrian and bicycle-friendly community that provides a safe, convenient and efficient multi-modal transportation system for all Hailey residents." The remaining four documents point to River Street as the top priority in the city for non-residential street improvements.

According to the Idaho Transportation Dept., between 1990 and 2008, Hailey's auto traffic increased 40%. The Hailey Transportation Master Plan projects city growth of 50% in the next ten years. Hailey's bicycle, pedestrian and public transit traffic has also increased. Hailey has struggled to provide infrastructure to meet the increased need. Because River St. runs parallel to SH 75 for the length of town, in the last 10 years drivers increasingly use River St. as an alternative transportation corridor, particularly during peak traffic times. The project improves the efficiency of the transportation system by:

- Focusing on moving people, not just cars
- Enhancing public transit access and reducing the number of automobiles on the road
- Providing infrastructure that allows and encourages people to safely walk or cycle to their destination rather than drive
- Providing a safe and efficient alternate downtown route, alleviating the impact on SH 75 and nearby city streets

**REDUCE THE IMPACTS OF TRANSPORTATION ON THE ENVIRONMENT** – The project supports multi-modal transportation, with the goal of reducing the impacts of transportation on the environment. Enhancing connectivity and safety for all modes of transport – pedestrian, bicyclist, auto or public transit – equates to fewer cars on the road, reducing greenhouse gas emissions and fuel use.

**REDUCE THE NEED FOR COSTLY FUTURE INVESTMENTS IN PUBLIC INFRASTRUCTURE** – The project provides vital public infrastructure in Hailey's downtown core, and improves connectivity to SH 75. By providing a safe and efficient alternate route through Hailey, enhancing public transit access and encouraging users to walk or ride bicycles, the impact to SH 75 and all nearby city streets is decreased, thus delaying the need for costly future investments.

**PROVIDE EFFICIENT ACCESS TO JOBS, SERVICES, AND CENTERS OF TRADE** – River St. is a critical route for access to job centers (both within Hailey and the region), retail and commercial areas, civic and social services, cultural amenities and public transit service. The city's busiest public transit stop – the River Street Park & Ride – is located in the project area. This stop is used by commuters and general public transit users coming to and from Hailey's downtown (from within Hailey and across the region) to access all of the aforementioned amenities and services.

The completed project will provide an improved streetscape with greatly enhanced user access for those business and service organizations who choose to locate in the downtown core. Increased density of

business and service organizations in the downtown core means more efficient access for all transportation system users.

**EXAMINE COMMUNITY DEVELOPMENT PATTERNS AND IDENTIFY STRATEGIES TO ENCOURAGE PRIVATE SECTOR DEVELOPMENT** – All of the Hailey plans mentioned previously use processes and tools that thoroughly examine community development patterns that inform practices and policies to support sustainable development, whether in the public or private sector.

### **Project Selection Criteria**

**LIVABILITY** – The River St. project is the third of three Partnership for Sustainable Communities projects in the city. (The city is implementing DOT- and EPA-funded livability projects; River St. has secured HUD funding.) The project meets the Six Livability Principles of the Partnership: it provides more transportation choices, increases mobility, improves economic competitiveness of neighborhoods, targets federal funding toward existing communities, aligns federal policies and funding, and enhances the unique characteristics of the community. The project improves both the efficiency and safety of the street, provides infrastructure for pedestrians and bicyclists, enhances public transit access, calms traffic with narrow travel lanes, and improves connectivity. One livability example: the ARCH Community Housing Trust is currently constructing a 24-unit affordable senior apartment complex near the project area. The River Street project improves livability for the community's senior citizens by providing safe, walkable access in the downtown core.

**STATE OF GOOD REPAIR** – The street reconstruction will solve current drainage issues, which lead to increased maintenance costs and reduce the lifespan of the roadway. Concrete curb and gutter along the street edge will improve drainage and prevent the unraveling of asphalt edges.

**SAFETY** – With increased traffic, wide travel lanes, poor intersection lighting, drainage problems, few amenities for pedestrians and none for cyclists, safety has become a key concern on this street. Winter is particularly problematic, as snow banks along the street force pedestrians and cyclists to share the same asphalt with automobiles and busses. The project improves safety for all roadway users: motorists, public transit users, pedestrians and bicyclists.

**EXPEDITIOUS COMPLETION OF PROJECT** – Preliminary engineering (30%) is complete. Design can be completed in 2012 and construction completed in 2013. Hailey has been awarded a \$500,000 Idaho Community Development Block Grant for this project, which will be combined with the grant award and match under the TCSP Program to complete the project.

**ECONOMIC CONSIDERATIONS** – The project has a strong economic development component because it revitalizes an underdeveloped business district in the downtown core and enhances the efficiency of moving people and goods. The construction will bring not only construction jobs, but increased economic activity in downtown. In the long-term, the project supports business investment in the downtown by providing adequate infrastructure for both business owners and business patrons.

### **Schedule & Budget**

Preliminary engineering (30%) of the project is complete. Final engineering can occur in the summer of 2012. Due to severe winters in Hailey, construction would occur from April to November, 2013.

TCSP Grant Request	\$640,859
City of Hailey TCSP Match	\$160,215
Idaho Community Development Block Grant *	\$500,000
River St. Downtown Revitalization Project	
Total Project Budget	<b>\$1,301,074</b>

\* Hailey has been awarded a \$500,000 Idaho Community Development Block Grant for the project by the Idaho Department of Commerce (HUD funds). Due to increased costs of a TIGER II project in our city, funding that had been anticipated to be available as match for this block grant is now allocated to the TIGER II project. The River Street Downtown Revitalization project cannot proceed without a source of additional funds, such as this TCSP program discretionary grant.

#### **Part D. Project Eligibility**

*a. Is the project located on a Federal-aid highway? (List the functional class(es) of the facility(ies) to be improved)*

Yes. The Federal-aid Designation for River St. is STC 8030.

*b. If the project is not located on a Federal-aid highway, how do you consider the project eligible for assistance under Title 23 or Chapter 53 of Title 49, United States Code? (i.e., list program(s) and describe how the project meets the statutory eligibility criteria for that program.)*

N/A – see a., above.

*c. Is the project a corridor preservation activity necessary to implement transit-oriented development plans, traffic calming measures, or other coordinated transportation, community, and system preservation practices?*

Yes.

#### **Additional Requested Information**

**PROJECT ADMINISTRATION** – The project will be administered by LHTAC (letter attached).

**AUTHORITY TO SUBMIT APPLICATION** – The Hailey City Council approved submission of the grant application at its regular meeting on December 19, 2011.

**ABILITY TO MEET REGULATORY REQUIREMENTS** – Hailey's Financial Management System was reviewed by U.S. DOT in April of 2011, upon award of a TIGER II grant. The Financial Management System was found to be adequate. Hailey is familiar with regulatory requirements on Federal-aid projects through its ongoing work on this TIGER II project and on the EPA Climate Showcase Communities project. With the assistance of LHTAC and Hailey's past experience, we are confident of our ability to meet regulatory requirements.

**AGENDA ITEM SUMMARY**

**DATE:** 01/09/2012    **DEPARTMENT:** Grants/PW    **DEPT. HEAD SIGNATURE:** HD

**SUBJECT:**

Motion to approve application for Siemens Sustainable Community Awards, presented by the US Chamber of Commerce Business Civic Leadership Center, which would award \$20,000 in trees to the recipient entity.

**AUTHORITY:**  ID Code \_\_\_\_\_     IAR \_\_\_\_\_     City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

Hailey's Grant team is in the process of preparing an application for an award of \$20,000 in trees through the Siemens Sustainable Community Awards program. The application is due January 12, 2012, and is substantially framed and drafted to show the history of Hailey's sustainability efforts and how they relate to economic development and the general wellbeing of commerce and business within our community.

The grant process involves the application, followed by the selection of finalists. If Hailey is selected as a finalist, our next step would be to produce slides, photographs, and illustrative material to be used in the US Chamber of Commerce Business Civic Leadership program's website and awards conference. The awards will be announced in April during the National Conference on Corporate Community Investment, a program which emphasizes public/private partnerships. Finalists' attendance at this Atlanta, GA conference will be expected.

Recipients of the award then work with the Alliance for Community Trees to select appropriate tree species, sizes, and planting locations within the community. The Hailey Tree Committee would be involved at this stage.

The award is of high value to Hailey, as the development of urban parks, bike-path parks, and street trees, including Woodside Boulevard project trees, is currently unfunded within our budget.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Caselle # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

Comments: The staff time to complete the initial application has been approximately 15 hours. Further staff time at the Finalists stage for development of visual material and attendance at the conference is estimated at \$3,000. The visual material will be used by the US Department of Commerce. Although attendance at the annual conference will bear a cost, valuable education of those attending will be gained.

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:** (IF APPLICABLE)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> City Administrator | <input type="checkbox"/> Library             | <input type="checkbox"/> Benefits Committee |
| <input type="checkbox"/> City Attorney      | <input type="checkbox"/> Mayor               | <input type="checkbox"/> Streets            |
| <input type="checkbox"/> City Clerk         | <input type="checkbox"/> Planning            | <input type="checkbox"/> Treasurer          |
| <input type="checkbox"/> Building           | <input type="checkbox"/> Police              | _____                                       |
| <input type="checkbox"/> Engineer           | <input type="checkbox"/> Public Works, Parks | _____                                       |
| <input type="checkbox"/> Fire Dept.         | <input type="checkbox"/> P & Z Commission    | _____                                       |

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Motion to approve application for Siemens Sustainable Community Awards, presented by the US Chamber of Commerce Business Civic Leadership Center, which would award \$20,000 in trees to the recipient entity.

Following the above motion, city staff will finalize the application, submit it prior to January 12, and place the completed application on the next city council agenda to be ratified.

City Administrator \_\_\_\_\_ Dept. Head Attend Meeting (circle one) Yes No

**ACTION OF THE CITY COUNCIL:**

Date \_\_\_\_\_

City Clerk \_\_\_\_\_

**FOLLOW-UP:**

\*Ord./Res./Agrmt./Order Originals: Record  
Copies (all info.):  
Instrument # \_\_\_\_\_

\*Additional/Exceptional Originals to: \_\_\_\_\_  
Copies (AIS only)

AGENDA ITEM SUMMARY

**DATE:** 01/09/2012      **DEPARTMENT:** Admin      **DEPT. HEAD SIGNATURE:** Heather Dawson

**SUBJECT**

Consideration of Request for Proposals for Rubbish Hauling Franchise Contractors

**AUTHORITY:**    ID Code       IAR \_\_\_\_\_       City Ordinance No. 840

**BACKGROUND:** Following discussions by the Hailey City Council on November 14 and December 12, 2011, the Sustainability Coordinator finalized the Draft Request for Rubbish Service Proposals per city council direction. Please see Mariel Platt's memorandum attached.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

Budget Line Item # 100-00-34004 and 100-00-32237      Annual Line Item Amount \$72,000 in each

Hailey's franchise fee is intended to cover Hailey's costs for 1) street maintenance caused by the use of heavy trash trucks on streets and for enforcement of exclusive franchise ordinance (6%), and 2) billing costs for the City to handle all rubbish billing for customers with water/wastewater accounts in Hailey (6%). An additional 1% fee has been added to this latter category to cover the cost of city staff producing or contracting for the production and distribution of information and outreach to promote recycling.

Through this combination fee structure, Hailey would collect 13% of total rubbish billed, or approximately \$155,000 per year.

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS:**

City Attorney      \_\_\_ Clerk / Treasurer      \_\_\_ Engineer       Sustainability  
\_\_\_ P & Z Commission      \_\_\_ Parks & Lands Board      \_\_\_ Public Works      \_\_\_ Other

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

Target Dates –	2011	November 14	-discussion of draft agreement and RFP with alternatives
		December 12	-Council decision on RFP elements
	2012	January 9, 2012	- Final RFP on Consent Agenda
		January 10	-Issue RFP
		January 10-25	-advertise RFP.
		January 19	-pre-bid meeting with potential bidders
		January 31	-Bids Due
		February 06	- Council reviews staff recommendations on bids
		February 27	- Council reviews agreement with successful bidder
		February 27	-1st Reading Franchise Ordinance
		March 12, 2012	- 2 <sup>nd</sup> Reading Franchise Ordinance
		March 26, 2012	- 3 <sup>rd</sup> Reading Franchise Ordinance
		March 28, 2012	- Publication of Franchise Ordinance
		April 1, 2012	- Effective Date of new Agreement

**FOLLOW UP NOTES:**

## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Mariel Platt, Sustainability Coordinator

**RE:** Rubbish and Recycling RFP

**DATE:** January 9, 2012

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The following changes have been made to the attached RFP, all of which are recommendations listed in the December 12, 2011, staff report or have been requested by the Council at the December 12, 2011 Council meeting, when the RFP was last discussed:

1. Added the requirement for the rate to be structured similar to a tiered rate structure for residential rubbish disposal.
2. Amended the review criteria to reflect the Council's request for a greater weighted score for reliability of services, experience, and adequacy of existing and proposed equipment. Reduced weighted score of the ability of the proposal to increase the percentage of materials recycled.
3. Clarified the education and outreach scope of work, limiting the respondents' commitment to coordinating with the city to execute an effective and efficient recycling strategy, focused on notification of recycling programs and requirements to new customers and notification of changes made to the programs and requirements to existing customers. City staff and/or a 3<sup>rd</sup> party contractor would provide the education and outreach (see #6 below).
4. Require hauler to track and provide a detailed bill to construction accounts on waste and recycling amounts (weights and/or volumes) and charges. This helps better inform construction accounts on waste management efforts and incentivizes greater waste diversion and financial savings.
5. Provide a clean wood dumpster service. Currently receptacles for clean wood waste are only available in 15 and 30 yd roll offs. Require smaller dumpster options also be included in the agreement.
6. No delivery fees for new service, downsizing trash cans, or the delivery of additional recycling receptacles. Each new account should automatically receive a recycling receptacle along with their trash can.
7. Require the successful bidder to continue to provide recycling consistent with Blaine County's recycling requirements (i.e. adjust to single or dual stream recycling, if the County makes this change).
8. Contract applies to all materials accepted by Ohio Gulch Transfer Station and Blaine County Recycling Center. Any other material not diverted or repurposed by these two facilities, can be serviced by an alternate contractor. This would help increase the amount of material diverted from the landfill and might help create opportunities for green business. Some examples of materials include, but are not limited to, organic waste or compost, drywall, metals such as steel, and film plastics.
9. Added qualification criteria review by the Council in the last staff report.

10. Added holiday tree pick up to occur early-mid January each year.
11. Added free cardboard recycling service at Park and Ride lot as well another location determined by the city.
12. Increased the administrative fee from 6% to 7% to allow the city to pursue education and outreach efforts internally or to contract this work out to a 3<sup>rd</sup> party. This 1% increase provides approximately \$12,000 a year for materials and labor. Given that Hailey recycles at a rate less than half the national recycling rate average, notification of changes and general education and outreach are suggested as the primary way to increase recycling rates. This informational approach is recommended over imposing greater rubbish fees or requiring recycling through penalty fees. There are a number of things that this money can be used for, including but not limited to the following:
  - a. Creating and mailing utility bill inserts on a regular basis (yearly is recommended), describing the correct way to recycle or illustrating how recycling can save you money by reducing your can size.
  - b. Creating a recycling rebate program, similar to the Hailey Community Climate Challenge construction recycling rebate program. This program has proven very successful in incentivizing contractors to recycling and to keep recycling on future projects, even without a rebate.
  - c. Informing customers, if a single or dual stream recycling program is created. Significant education and outreach will be needed if this happens.
  - d. Providing information on composting and working to establish a compost program or recycling effort for customers. Material that can be composted makes up approximately 40% of material at the landfill. There is a huge opportunity for waste diversion in composting.
  - e. Creating school aged programs, materials, and presentations.
  - f. Creating and distributing information to all commercial businesses and working individually with businesses to help increase their recycling rates and reduce their rubbish bills.
  - g. Creating information to be sent with each new business license and utility account created in Hailey.
  - h. Display ads in the local papers to advertise tree and landscape disposal 3 times each year.

## ADVERTISEMENT FOR BIDS

### REQUEST FOR PROPOSALS

The City of Hailey is seeking proposals from rubbish collection, disposal, and hauling companies for the City of Hailey's rubbish and recycling service contracts.

Qualified firms are invited to submit a full proposal in the format outlined in the Request for Proposals to the office of the City Clerk at 115 S. Main, Suite H, Hailey, Idaho 83333 no later than **5:00 pm on January 31, 2012** to be eligible for this contract. Proposals received by the deadline will be opened at that time. City Staff will review the proposals provided and prepare a recommendation for the City Council to review and award a contract.

The PROPOSAL DOCUMENTS may be examined and obtained at the City of Hailey, 115 South Main, Suite H, Hailey, ID 83333, or requested by email from [heather.dawson@ahileycityhall.org](mailto:heather.dawson@ahileycityhall.org) or printed from the City of Hailey website [www.haileycityhall.org](http://www.haileycityhall.org) Include \$5.00 for each set of documents requested to be mailed.

The City of Hailey reserves the right to reject any and all proposals, to waive any irregularities in the proposals received, and to accept the proposal deemed most advantageous to the best interest of the City. The City will also consider whether the proposer is a responsible proposer. All proposals must be signed by a person authorized to bind the company.

Publish: Idaho Mountain Express  
January 18 and 25, 2012

CITY OF HAILEY  
RUBBISH & RECYCLING SERVICES  
REQUEST FOR PROPOSALS

1.0 INTRODUCTION:

A. INTENT: It is the intent of the City of Hailey to solicit proposals from and enter into an agreement with a qualified solid waste contractor(s) to provide solid waste collection services to City residents, businesses, and institutions. The service will include collection and hauling of trash and recyclables, as well as public information, customer service, public education, and data collection and reporting. As additional solid waste programs are needed, the contractor will be required to assist in developing such programs by conducting pilot projects and collecting data as specified. Contractor selection will be made on the basis of qualifications as described in this document as well as price

The City of Hailey wishes to minimize the impact of rubbish trucks utilizing Hailey's residential area streets, provide for recycling and waste reduction, and enhance customer service to residences and businesses through simple, comprehensive, and well-stated rubbish and recycling programs.

B. Programs: Two types of collection programs have been designated within Hailey for solid waste programs, residential programs and commercial programs. Elements of each program will generally include:

**1.a. Mandatory Residential Solid Waste Collection – Exclusive Contract**

The City of Hailey will enter into an exclusive contract for solid waste collection service for all residential accounts within the city limits of Hailey. Subscription to this service will be required of all occupied households with individual solid waste collection service, and of all residential complexes of four or less units. The City of Hailey will conduct the billing and collection of service fees based on a weekly and on-call pickup from such households and residential complexes. The contractor will be expected to provide data regarding amounts collected and tipping fees charged for base weekly services, for on-call solid waste collection services and for conversion of containers.

**1.b. Residential Curbside Recycling Service – Exclusive Contract**

The contractor will be required to provide for the removal of separated recyclable materials from individual households on a weekly basis. Pickup of recyclable materials shall be scheduled concurrently with the weekly solid waste pickup, and shall not be limited in quantity. Types of recyclable materials shall be designated by the City of Hailey in conformance with standards established by the Southern Idaho Solid Waste District and by Blaine County through its solid waste collection center programs at the Ohio Gulch Recycling and Transfer Station. The contractor will be expected to provide data regarding the amounts of recyclable materials collected and delivered, and revenue generated from such deliveries. The fee for such service will not be separated from the base residential solid waste collection fee. The contractor must coordinate to provide city staff and/or 3<sup>rd</sup> party contractor information and help with dissemination of education and outreach materials in an effective and efficient manner.

The contractor collecting residential solid waste and recyclable materials must provide, at no charge to the City of Hailey, the following:

- One early-mid January holiday tree recycling,
- One May/June, clean-up of biodegradable items, such as grass clippings, leaves, branches, clean wood and similar products, and
- One October/November clean-up of biodegradable items, such as grass clippings, leaves, branches, clean wood and similar products.
- Cardboard recycling at the Park and Ride lot and one other location determined by the City of Hailey.

**1.c. Rates structure for Residential Solid Waste and Recyclable Material Collection.**

Contractor's proposed rate structure shall reflect a tiered rate increase, whereby each can size - 32, 68 and 95 gallon – shall have a different rate per gallon, which increases with increasing size. The proposed rate shall take into account the requirements for weekly curbside pick up of trash and unlimited recyclable materials. No delivery fees for recycling or waste diversion receptacles for new accounts or request for additional receptacles shall be charged to the customer. Each new account shall automatically receive recycling receptacles along with their trash can. No delivery or other fees shall be charged for downsizing trash cans.

**2.a. Mandatory Commercial Solid Waste Collection – Exclusive Contract**

The City of Hailey will enter into an exclusive contract for solid waste collection service for all commercial customers within the city limits of Hailey. Subscription to this service will be required of all residential complexes consisting of five or more units, and all other non-residential uses, including but not necessarily limited to businesses, institutions, construction companies, and governmental entities. At a minimum, the solid waste collection for commercial customers shall be made available on a weekly basis. On-call commercial solid waste collection in excess of the base weekly services shall also be provided by the contractor. The contractor will be expected to provide data regarding amounts collected and tipping fees charged for delivery of waste from the commercial customers for base weekly services, for on-call solid waste collection services, and for conversion containers. The contractor must coordinate to provide city staff and/or 3<sup>rd</sup> party contractor information and help with dissemination of education and outreach materials in an effective and efficient manner to help promote recycling and waste reduction.

**2.b. Commercial Recycling Service – Exclusive Contract**

The contractor will be required to provide for the removal of separated recyclable materials from commercial customers on a weekly basis. Pickup of recyclable materials shall be scheduled concurrently with the weekly solid waste pickup, and shall not be limited in quantity. Types of recyclable or diverted materials designated by the City of Hailey include: cardboard, clean wood waste, glass, plastic, aluminum, tin, oil, paper, and newspaper. No delivery fees for recycling or waste diversion receptacles for new accounts or request for additional receptacles shall be charged to the customer, including clean wood waste and cardboard receptacles. Receptacles for clean wood waste, diverted from the landfill, shall be provided in a range of sizes, for example from 1.5 yards to 30 yards. The City of Hailey shall

reserve the right to enter into other recyclable materials hauling agreements with contractors for material outside of this designated list. Types of recyclable materials and the fees for collection of recyclable materials shall be subject to free-market forces, including any costs established by the Southern Idaho Solid Waste District and by Blaine County through its solid waste collection center programs at the Ohio Gulch Transfer Station and Blaine County Recycling Center.

The contractor will be expected to provide data regarding the amounts and types of recyclable materials collected and delivered, and revenue generated from such deliveries. The contractor must provide detailed billing on all construction projects that indicate the amount, type, and cost of recyclable materials and all fees associated with trash disposal to Hailey, in a clear and easy to understand format, which will be mailed to construction customers. The contractor must coordinate to provide city staff and/or 3<sup>rd</sup> party contractor information and help with dissemination of education and outreach materials in an effective and efficient manner to help promote recycling and waste reduction. Containers and dumpsters used to collect recyclable material shall be clearly marked with clear, international signage and standardized color schemes to denote what recyclable commodity is collected within the container.

The contractor collecting commercial solid waste and recyclable materials must provide, at no charge to the City of Hailey, garbage pickup services and recyclable material hauling services for the 4<sup>th</sup> of July festivities, the Northern Rockies Folk Festival and the Trailing of the Sheep Festival.

C. SUBMITTING PROPOSALS : Sealed proposals will be accepted until 4:00 p.m. on Tuesday, January 31, 2012. The proposal must be received (not postmarked) and specifically marked: RFP Solid Waste Collection Services- Rubbish & Recycling BID, and delivered to:

City of Hailey  
City Clerk's Office  
115 South Main Street, Suite H  
Hailey ID 83333

D. PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on Thursday, January 19, 2012 at 11:00 a.m. in the Hailey City Hall Conference Room. The purpose of this conference is to provide background information to proposers and to answer any questions.

E. CLARIFICATION: Except for the pre-proposal conference, clarifications to the RFP will be provided only if questions are submitted in writing and received by the City Clerk (see address above, Section C) at least five (5) working days prior to the proposal opening. All clarifications to the submittal requirements will be addressed in a written addendum to the RFP. No verbal clarifications will be binding on the City or the vendor.

F. CONFIDENTIAL INFORMATION: Proposals may be considered a matter of public record after the award of the contract and, except as noted below, will be available for inspection and copying by any person after the award of this Contract. Trade secrets exempt from disclosure pursuant to Idaho Code Section 9-340(2) may be submitted in a separate envelope, sealed and marked "Confidential Information Idaho Code Section 9-

340(2). The City will take reasonable efforts to protect such confidential information, but the City will assume no liability for disclosure of such information.

## 2.0 BACKGROUND:

The City of Hailey is currently operating under a seven-year franchise agreement for rubbish removal, which was to expire April 10, 2010, but was extended until April 10, 2012. The franchise was instituted with Hailey Ordinance No. 840 on April 9, 2003. On July 9, 1995, Hailey enacted Ordinance No. 559, which provided that Hailey conduct a billing service for rubbish collection in order to facilitate compliance with Hailey's mandatory collection and disposal rule requiring all residences, businesses, and commercial enterprises to pay a base rubbish rate. Ordinance No. 559 also required the rubbish removal company to collect and segregate all recyclable materials "at the time such service becomes feasible". That time arrived in 1995, when a fee for the collection and hauling of recyclable materials was added to the base rubbish rate, and the rubbish company instituted a program for curbside collection of recyclable materials within Hailey.

## 3.0 INFORMATION:

The City of Hailey currently bills approximately 2767 residential rubbish accounts and 259 commercial rubbish accounts. Hailey's current provider hauls approximately 475 tons of rubbish per month from Hailey, and approximately 62 tons of recyclable materials per month.

## 4.0 SCOPE OF WORK SUMMARY:

- A. Provide a residential rubbish & recycling collection and disposal program within Hailey.
- B. Provide a commercial rubbish collection and disposal program within Hailey.
- C. Provide a recyclable materials collection program which offers incentives for its use to residences and commercial enterprises within Hailey.
- D. Coordinate with Hailey to provide city staff and/or 3<sup>rd</sup> party contractor information and help with dissemination of education and outreach materials in an effective and efficient manner to help promote recycling and waste reduction.
- E. Provide a monthly billing program and accompanying reports.
- F. Provide a fee to Hailey for use of its streets and rights-of-ways, education and notification program, and billing service.

## 5.0 RESPONDENT QUALIFICATIONS AND REQUIRED PROPOSAL CONTENT:

The following are respondent qualifications: 1) the respondent must obtain a performance bond throughout the term of the Franchise Agreement in the amount of \$100,000, 2) the respondent must have worker's compensation, as required by Idaho Law, 3) the respondent must be capable of

providing weekly recycling and rubbish services for commercial and/or residential accounts, 4) the respondent must be capable of providing on call services, as requested by customers, 5) the respondent must have general liability insurance in the amount of \$2,000,000 and 6) the respondent must provide the required proposal content in their response (the required proposal content is listed in detail below). The city will then use this information to score each respondent consistent with the review criteria and weighted scoring system listed in Section 6.0, Review Criteria, of this RFP.

As a qualification, the following content is required in each respondent's proposal:

1. Respondents need to provide the following information about their company:
  - Name, address and telephone number(s)
  - Names of representatives authorized to discuss this contract
  - A summary of the company's capabilities to meet the RFP's requirements as well as options beyond those requested by the City of Hailey.
  - Name, address and telephone number of personnel who would be responsible for this contract
  - References of other collection and disposal accounts including name and telephone number of a contact person. Include length of contract, size and current status (active, cancelled, past, etc.).
2. Respondents must describe its customer service capabilities, detailing its organizational chart and the number of employees in each area of service, and a description of its communication tools and equipment.
3. Respondents must fully describe its collection fleet and equipment. Respondents must specify the minimum number and age of vehicles and sizes and numbers of containers needed to provide services and a description of additional and back-up equipment. Include a description validating the adequacy of the current or proposed equipment to meet the service needs of this RFP.
4. Respondents must indicate the rotation and timing of its collection and disposal programs including regular, holiday, and seasonal programs.
5. Respondents must provide detailed examples of educational and informational methods, which will be used to introduce customers to their services. Include a description of how this information will be distributed to customers in regular, special, and seasonal circumstances, and if a bilingual approach will be used.
6. Respondents must give detailed examples of recycling and waste diversion signage for recycling bins and carts, which will be used to promote waste reduction, showing the specific implementation and longevity of these programs. Respondents must explain their commitment to cooperate and coordinate with the city to effectively and efficiently execute education and outreach strategies and materials developed by the city or a 3<sup>rd</sup> party contractor, selected and approved by the city.

Education and outreach activities include, but are not limited to, attaching information (created by the city or 3<sup>rd</sup> party contractor) on recycling to recycling bins when delivering bins to a new customer, meeting with the city to discuss and identify recycling barriers and

possible solutions, and delivering notification information (created by the city or 3<sup>rd</sup> party contractor) to existing customers when recycling changes have been made.

7. Respondents must provide details of base rates and special service rates, payment provisions, and monthly billing activity and financial reporting. Include a description of any on-line capabilities. Include a description of billing information collection and process for sharing this billing information. Include a description of the ability to provide billing information to Hailey for Hailey to continue billing services in house.
8. Respondents must identify all costs and incentives associated with their proposal including any fees or monthly charges that are included and/or waived. Describe any discounts which may be included for certain customer groups or any incentives which may be applied for conservation efforts.
9. Respondents must indicate any unusual issues or problems that they may anticipate in providing the service and how they propose to respond.
10. Respondents must provide a minimum of three references with the names of the person or entity, a contact person, a mailing address and telephone number. The references should include, if possible, at least one governmental entity to which the contractor provides solid waste and/or recycling services. The other references can include current or past customers.

## 6.0 REVIEW CRITERIA

The following are criteria that will be used to review each respondent:

- **Adequacy of existing and proposed equipment** - including, but not limited to the ability of the existing and proposed fleet volume, types, sizes, and number and sizes of dumpsters and recycling receptacles to meet Hailey's recycling and rubbish needs.
- **Billing** – the ability of the respondent to provide clear, concise, and detailed billing information to Hailey, for Hailey to continue billing services in house.
- **Proposed rate price**
- **Experience**
- **Adequacy of existing and proposed staffing levels**
- **Credit worthiness/financial soundness**
- **Reliability of Services/References**
- **Ability to adapt to changing recycling programs** - such as dual or single stream, composting, etc.
- **Ability of proposal to increase the percentage of materials recycled** – by either rate structures and pricing, education and outreach proposals, or other proposed incentives.

The number of points shown below is a maximum number possible for each criterion. A total of 100 points are possible:

<b>Adequacy of existing and proposed equipment</b>	15 pts
<b>Proposed rate price</b>	20 pts
<b>Experience</b>	10 pts
<b>Adequacy of existing and proposed</b>	10 pts

<b>staffing levels</b>	
<b>Credit worthiness/financial soundness</b>	5 pts
<b>Reliability of Service/References</b>	15 pts
<b>Ability to adapt to changing recycling programs</b>	5 pts
<b>Ability of proposal to increase the percentage of materials recycled</b>	15 pts
<b>Billing</b>	5 pts

## 6.0 TERMS OF FRANCHISE AGREEMENTS

Each franchise agreement will be an exclusive contract for a period of five (5) years beginning on or after April 1, 2012 and upon contract signature, and will include an option to renew for an additional three (3) year period upon mutual agreement of both parties. The agreements will include the recyclable materials hauling services for cardboard and clean wood waste (commercial program only), glass, plastic, aluminum, tin, oil, paper, and newspaper. Each Franchise Agreement will provide for the payment of a franchise fee of six percent (6%) and an administrative fee of seven percent (7%) of gross revenue billed by the City of Hailey for all collection services. Each Franchise Agreement will provide that the contractor will obtain and maintain a performance bond throughout the term of the Franchise Agreement in the amount of \$100,000. The proposed Franchise Agreements incorporate the components of the services described in Paragraph 1, above. The proposed Franchise Agreements are available for inspection at City Hall

### CITY OF HAILEY RUBBISH & RECYCLING SERVICES

#### PROPOSAL INFORMATION CHECK-OFF LIST

1.0

- Summary of Company Capabilities and Mission Statement
- Name, Address & Telephone Number of Contract Representative
- References

2.0

- Organizational Chart
- Employees and their service areas and capabilities
- Hardware, software, and administrative equipment
- Examples of bills, showing information to customers

3.0

- Residential trash collection and hauling fleet and equipment

- \_\_\_ Residential recyclable materials collection fleet and equipment
- \_\_\_ Households hazardous waste disposal equipment
- \_\_\_ Organic materials collection equipment
- \_\_\_ Commercial trash collection fleet and equipment
- \_\_\_ Commercial recyclable materials collection fleet and equipment

4.0

- \_\_\_ Residential trash collection hours and cycle of operation
- \_\_\_ Residential recyclable materials collection hours and cycle of operation
- \_\_\_ Households hazardous waste disposal hours of operation
- \_\_\_ Organic materials collection hours and cycle of operation
- \_\_\_ Commercial trash collection hours and cycle of operation
- \_\_\_ Commercial recyclable materials collection hours and cycle of operation

5.0

- \_\_\_ New Residential Customer Information Packet
- \_\_\_ New Commercial Customer Information Packet
- \_\_\_ Description of information distribution plan.

6.0

- \_\_\_ Educational programs for residential waste reduction
- \_\_\_ Educational programs for commercial waste reduction

7.0

- \_\_\_ Base monthly rates
- \_\_\_ Fees
- \_\_\_ Special Service Rates
- \_\_\_ Monthly Billing Sample
- \_\_\_ On-Line Capabilities
- \_\_\_ Additional Items

8.0

\_\_\_ Costs

\_\_\_ Incentives

\_\_\_ Discounts

\_\_\_ Conservation bonuses

\_\_\_ Additional Items

9.0

\_\_\_ Unusual Elements

10.0

\_\_\_ Idaho Business License

BIDDER COMPANY NAME: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED BIDDER SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

TITLE: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_