

ITEM #: 1  
DATE: 05-07-25  
DEPT: PW

**COUNCIL ACTION FORM**

**SUBJECT:      PROFESSIONAL ENGINEERING SERVICES TO DEVELOP A RESOURCE  
RECOVERY AND RECYCLING CAMPUS**

**BACKGROUND:**

The City is pursuing a new approach for the disposal of solid waste. This approach involves establishing a new Resource Recovery and Recycling Campus (R3C) to receive solid waste, recyclables, and yard waste. Under this new approach, the solid waste would be consolidated and transported to a landfill for disposal; recyclable materials would be forwarded to recyclers; yard waste material would be either composted on site or hauled off-site for disposal.

The City has purchase agreements in place for approximately 9.5 acres along Freel Drive on which to construct the R3C. Geotechnical and environmental studies are currently being conducted for due diligence prior to closing on the subject properties on July 18. Additionally, the City is negotiating with the Carroll County Solid Waste Management Commission for final disposition of waste that will come through the new R3C.

**A final piece of due diligence includes preliminary design efforts and a review of the proposed financial and tipping fee structure for the R3C. These services require obtaining a consultant to provide the design and analysis necessary to continue moving forward.** A Request for Proposal was issued March 19, 2025, through AmesBids, the City's electronic bidding system. Four responses were received on April 10, 2025. The ranking and costs for the initial phase is shown in the table below.

<b>Consultants</b>	<b>Evaluation Rank</b>	<b>Proposed Cost</b>
Burns & McDonnell, Bloomington, MN	1	\$50,000
HDR Engineering Inc., Omaha, NE	2	\$50,000
SCS Engineers, West Des Moines, IA	3	\$49,080
Foth Infrastructure & Environmental, Lake Elmo, MN	4	\$49,500

An evaluation team reviewed proposals based on 1) the assigned staff's knowledge and experience – especially pertaining to solid waste transfer facility construction, material handling and processing, and engineering and costing of transfer facilities, 2) consultant's experience and capability to perform the study, 3) comprehension of the Request for Proposal and completeness of the submission, 4) ability of staff and other resources to meet the schedule proposed by the consultant, and 5) cost.

The evaluation team invited the top two firms for a presentation. The presentations were evaluated based on 1) the consultant's knowledge and relevant experience of staff assigned to perform the review and complete the report, 2) study process and methodology, 3) commitment and enthusiasm for the

project, 4) comprehension of the scope of work, and 5) quality and thoroughness of the presentation.

The ranking from the interview is shown in the table below.

Consultants	Evaluation Rank	Proposed Cost
HDR Engineering Inc., Omaha, NE	1	\$50,000
Burns & McDonnell, Bloomington, MN	2	\$50,000

**The evaluation team determined the top ranked consultant to be HDR Engineering, Inc (HDR). HDR demonstrated that their national and local experience in the solid waste industry is extensive, and they can provide a solution that is scalable, using phasing to get a project that will meet the City's needs. HDR's experience with the current Resource Recovery Plant and Carroll County Solid Waste Management Commission is valuable, and they will meet the tight timeframe for the study.**

**The consultant's final report is anticipated in late June, in time for the City to determine if there are any obstacles that would prevent closing on the property transactions. Awarding this contract during the special meeting on May 7 rather than at the next regular Council meeting will provide HDR additional time to ensure the study can be completed within the available timelines.**

Funding for this contract can be taken from the balance of the Resource Recovery Fund, which has a projected balance of \$1,135,515 at the end of FY 2024/25.

**ALTERNATIVES:**

1. Award a contract to HDR Engineering, Inc, Omaha, Nebraska for Professional Engineering Services to Develop a Resource Recovery and Recycling Campus in the amount not-to-exceed \$50,000.
2. Do not award a contract at this time and refer back to staff with direction as to how to proceed.

**CITY MANAGER'S RECOMMENDED ACTION:**

**The evaluation team ranked HDR Engineering, Inc. as the top-rank proposal. The firm has an excellent reputation nationally and locally and has successfully completed similar work for comparable communities. Their proposal meets the City's needs and falls within the available budget.**

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative No. 1, as described above.