

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: August 6, 2025

To: Mayor and Town Council
From: Kristina Owens, Government Operations Manager
Subject: Solid Waste Management – Competitive Bidding Process for Exclusive Collection Services

Recommendation to Council:

1. Approve a Professional Services Agreement with R3 Consulting Group, Inc. for solid waste management services for the Town's Competitive Bidding Process.
2. Consideration of the formation of a Council Ad Hoc Subcommittee on the Town's solid waste management competitive bidding process; and if formation of the Subcommittee is desired, appoint two members of the Town Council to serve on the Subcommittee.
3. Authorize the Town Manager to work with the proposed Council Ad Hoc Subcommittee to determine the best process for community outreach and input.

Strategic Plan Element:

The recommended action supports the goals of Fiscal Health, Livability and Organizational Effectiveness. Goal Statement: Ensure the economic health and long-term financial viability of the Town. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

In 1996, the Refuse, Recycling and Compost Competitive Bid Ordinance, a voter-approved initiative, amended the Town's municipal code, requiring competitive bidding for solid waste services and limiting approved franchises to a 10-year maximum term with no options for extensions. In 2024, a citizen group introduced Measure Q, formally titled the Waste Collection Services Act of 2024. The initiative aimed to repeal the existing Refuse, Recycling, and Composting Competitive Bid Ordinance. However, the measure was not approved by voters during the general election.

On August 2, 2017, the Town awarded a ten-year solid waste franchise to Sonoma County Resource Recovery, Inc. (SCRR) for exclusive collection, processing, recycling, and disposal of residential and commercial solid waste. The exclusive franchise agreement is set to expire on September 30, 2027.

On December 6, 2017, the Town awarded a seven-year solid waste franchise to the following solid waste haulers for the non-exclusive collection of construction and demolition material. These agreements were extended on August 1, 2023, to include an additional three years, whereas the non-exclusive franchise agreements will expire on December 31, 2027.

- Sonoma County Resource Recovery
- Recology Sonoma Marin

- Pacific Sanitation
- Republic Services

Discussion:

The competitive bidding process, known as a Request for Proposals (RFP), is extensive and lengthy. To navigate the year long and complex process, it is recommended that the Town Council consider approving a Professional Services Agreement (PSA) with R3 Consulting Group, Inc. (R3) to provide solid waste technical support with the following scope of work: stakeholder workshop, develop RFP package, coordinate hauler outreach, conduct pre-proposal conference, respond to proposer questions and evaluate proposals, conduct interviews and negotiations, attend meetings, finalize franchise agreement, and lastly, attend and present at Town Council and/or public meetings. The proposed PSA with R3 will not exceed \$200,000. All preliminary costs will be reimbursed by the exclusive solid waste hauler selected through the RFP process.

The preliminary development of the RFP will require feedback and guidance on initial programming and service definitions to clearly outline how potential proposals will be submitted and the costs associated with them. Therefore, it is recommended that the Town Council consider forming a Council Ad Hoc Subcommittee (Subcommittee) to confer with and guide staff and R3 on the Town's RFP. Staff would find the input of two Councilmembers on such a Subcommittee to be beneficial, as decision points are met during the RFP development process. The Subcommittee will have a limited-term position and will expire once the RFP is approved by the Town Council.

Considering staff and R3 will hold community workshops seeking input from the public, the Town Council may authorize the Town Manager to work with the proposed Subcommittee on the best process for community outreach and input. An option could be for the Town Manager to create a Community Committee (Committee) of up to 3 community members who have a vested interest in representing the whole community. The Committee would provide input to the Subcommittee, staff, and R3, as decision points are met during the RFP development. The Committee would have a limited-term expiring once the RFP is approved by the Town Council. The proposed Committee would not be formed by the Town Council.

The proposed timeline for the Town's competitive bidding process for exclusive services is:

- August – December 2025: Development of RFP – Services, Community Workshops, Hauler Meetings
- January – July 2026: Release RFP & Proposals Due – Review, Proforma, Interviews, & Site Visits
- July – September 2026: Council Meeting - Award Contract
- September – October 2027: Transition Period – Sources Assets, Development of Services
- October 2027: Commencement of Services

Separately and concurrently with the exclusive collections RFP, staff will work with R3 and the Subcommittee to determine the requirements and structure of the non-exclusive construction and demolition RFP. Currently, any hauler that meets the requirements and has no notices of violations is approved for a franchise. This existing structure will be reviewed, and the next steps will be determined during the RFP development.

Fiscal Impact:

The total fiscal impact of the proposed Professional Services Agreement will allocate up to \$200,000 for FY25-26 based on sufficient appropriations of the General Fund in the Council approved fiscal year budget for a total of 1 year. The funding of \$200,000 will be reimbursed to the Town by the awarded

solid waste hauler of the exclusive franchise agreement.

Fund	Amount
General Fund	\$200,000

Environmental Review:

The approval of the proposed Professional Services Agreement or the formation of the Council Ad Hoc Subcommittee or the formation of the Community Committee does not have a significant effect on the environment; such approval is exempt from California Environmental Quality Act (CEQA) review pursuant to CEQA Guidelines Section 15061 (b)(3).

Attachment(s):

- 1. PSA - R3 Consulting Group Inc
- 13.3 Solid Waste PowerPoint (Distributed 2025-08-06)

Prepared by:

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Reviewed by:

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Approved by:

Jon Davis
Town Manager