

City of Carson
Schedule for New Solid Waste Contract (as of June 1, 2017)

Activity	Party	Target Date
1. Send RFP for consultants & Approve consulting agreement	CITY	(Month 1) June 2017
2. Review existing documents, identify key service issues and meet with City staff	CITY/ CONSULTANT	(Month 2) Jul-17
3. Discuss scope of services and consultant gather operating data	CITY/ CONSULTANT	(Month 2) Jul-17
4. Review Hauler Operating Data	CONSULTANT	(Month 2) Jul-17
5. Prepare preliminary RFP and draft franchise agreement	CITY	(Months 2/3) July/August 2017
6. Conduct community outreach- on going: town hall, block club meetings, city events	CONSULTANT / CITY	(Months 3) Aug-17
7. Seek input from: City staff, Attorney, and potential proposers. Prepare revised RFP and draft agreement	All	(Month 3) Aug-17
8. Seek input from: Sub-Committee on RFP	All	(Months 3/4) August/ September 2017
9. Present RFP package to Council for approval and distribute to proposers	CITY	(Month 4) Sep-17
10. Release RFP	CITY	(Month 4) Sep-17
11. Conduct pre-proposal conference	CITY, CONSULTANT	(Month 4) Sep-17
12. Questions	CITY, CONSULTANT	(Month 4) Sep-17
13. Submit proposals	PROPOSERS	(Month 5) Oct-17
14. Evaluate proposals	CITY, CONSULTANT	(Month 5) October 2017
15. Contact references and finalize evaluation	CONSULTANT	(Month 6) Nov-17
16. Select contractor(s) for negotiations	CITY	(Month 6) Nov-17
17. Present evaluation results to Sub-Committee	CITY	(Months 6/7) November / December 2017
18. Present evaluation results to City Council	CITY, CONSULTANT	(Month 7) Dec-17
19. Conduct negotiations and resolve exceptions to RFP submitted	CONSULTANT/CITY/ PROPOSER	(Month 8) Jan-18
20. Present negotiated agreement to Council for approval	COUNCIL	(Month 9) Feb-18
21. Order equipment	CONTRACTOR	(Month 10) Mar-18
22. Prepare and distribute educational materials, conduct informational meetings and prepare for transition	CONTRACTOR	(Month 10) Mar-18
23. Rollout of new service (New trucks take 6 months. New containers take 2 months)	CONTRACTOR	(Months 10 - 13) March through June 2018