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**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jason Sorenson

**DATE:** April 24, 2018

**SUBJECT: RECYCLING COST ANALYSIS – CONSULTANT SELECTION  
(PROJECT NUMBER 4199.1)**

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**I. RECOMMENDED ACTION**

1. Recommend council select CPS, Ltd. to perform all engineering and analysis for this project in an amount not to exceed \$50,000.
2. Recommend council authorize the Mayor to sign the contract.

**II. DEPARTMENT CONTACT PERSONS**

Dan Jonasson, Director of Public Works	857-4140
Jason Sorenson, Assistant Director of Public Works	857-4140

**III. DESCRIPTION**

A. Background

*Back in January, Public Works gave a presentation on recycling and starting a recycling program in Minot. Council wanted to take a closer look at the numbers and look at other options to handling recyclables once they are collected. We received submittals from four firms that were reviewed and ranked by a selection committee made up of the assistant public works director, city alderman, public works project engineer, landfill foreman, assistant city engineer, and a member of the public. Interviews were conducted with the firms on Thursday, April 19, 2018 and the firm of CPS, Ltd. was rated as the best firm to complete this work.*

B. Proposed Project

*The selected firm will perform a cost analysis on the proposed recycling program. The analysis will include an evaluation of processing options, transport methods and the feasibility of constructing a materials recovery facility in Minot.*

C. Consultant Selection

*CPS, Ltd. was selected through a competitive RFQ process*

**IV. IMPACT:**

A. Strategic Impact:

*This analysis will provide some more definitive costs to different ways to handling recyclables. This will enable staff and council to ensure expenditures are going toward the best solutions to recycling in Minot.*

B. Service/Delivery Impact:

*NA*

C. Fiscal Impact:

Project Costs

*\$50,000 (hourly not to exceed)*

Project Funding

*It is recommended funding for this project come from CDBG disaster recovery funds.*

**V. ALTERNATIVES**

*N/A*

**VI. TIME CONSTRAINTS**

*N/A*

**VII. LIST OF ATTACHMENTS**

*Basic estimate for services*