

City Council Agenda Item Memo

From: Charlie Kuhn, Solid Waste Manager

Council Meeting: May 26th, 2026

Subject: Resolution 26-024: Sole Source Contract for future Landfill Permit Boundary Expansion

Presenter: Charlie Kuhn, Solid Waste Manager

Summary and Recommended Action:

Staff recommends approval of the proposed Resolution to award a sole-source contract for professional services in the amount of \$398,000 to Burns & McDonnell (B&M). This work will support the permitting of an expansion of the landfill boundary to the north of the existing limits.

Item Details:

The Brookings Regional Landfill owns 310 acres of land at 4101 30th Street (Section 8-T110N-R49W). Currently 210 acres are permitted by the State of South Dakota for solid waste disposal.

The 2025 Landfill Capacity and Closure Report forecasts the existing 210-acre permitted footprint will reach capacity by approximately 2063. While this indicates the landfill has several decades of remaining capacity, it is prudent to begin the expansion and permitting process now. Landfill permitting can be a complex, multi-year effort which involves regulatory review, environmental analysis, and neighborhood engagement. Following permitting, additional time is required to complete the detailed design and construction of new waste cells before they can be placed into service.

To ensure uninterrupted solid waste disposal capacity for the Brookings region, staff recommends initiating the expansion into the pre-designated 100 acres located directly north of the current boundary at this time. Beginning this process well in advance of the projected capacity limit reduces the risk of delays and helps ensure new disposal areas are fully permitted, designed, and constructed prior to 2063. The addition of this 100-acre expansion area is expected to extend the operational life of the landfill by more than 100 years, providing a long-term, reliable solution for regional solid waste management.

The proposed resolution authorizes the City Manager, or designee, to enter into a contract for professional services with Burns & McDonnell (B&M) to complete a Major Permit Modification Application for the northern expansion of the Brookings Regional Landfill.

The scope of work for the permit modification will be divided into five tasks:

Task 1: Hydrogeologic Investigation Support and Reporting

Task 2: Desktop Locational Restrictions Review

Task 3: Environmental Desktop Review

Task 4: Environmental Field Surveys

Task 5: Solid Waste Permit Modification Application Preparation and Submittal

Additional details, including a breakdown of costs associated with each task, are provided in the project proposal from B&M included with this agenda item.

Sole Source Justification:

The Public Works - Solid Waste Division is recommending a sole-source procurement as B&M has served as the Brookings Regional Landfill's Engineer of Record since the original siting, planning, and design of the facility in the early 1990s. Through this long-standing role, B&M has developed a comprehensive understanding of the landfill's design, operational history, regulatory context, and prior permitting actions. This institutional knowledge is critical to the success of the proposed northern expansion, particularly in preparing a permit application which is consistent with existing design assumptions, environmental controls, and regulatory commitments.

Utilizing B&M for these professional services will promote continuity, reduce the risk of delays associated with onboarding a new consultant, and minimize potential gaps in historical knowledge which could affect the accuracy and completeness of the permitting documents. In addition, engaging a different consultant would likely require significant time and expense to replicate B&M's familiarity with the site, including review and interpretation of decades of technical records and regulatory correspondence. For these reasons, B&M is uniquely qualified to perform this work efficiently and effectively, and a sole-source procurement is in the best interest of the city.

Legal Consideration:

South Dakota Codified Law allows a municipality to process a Sole Source Contract without competitive bidding, based on the unique nature of the service.

Strategic Plan Consideration:

- Fiscal Responsibility – The City of Brookings will responsibly manage resources through transparency, efficiency, equity, and exceptional customer service.
- Sustainability – The City of Brookings will meet environmental, community and economic desires and needs without compromising future generations' quality of life by strategically planning, implementing and maintaining infrastructure and facilities.

Financial Consideration:

Sufficient appropriations of \$398,000 exist in the 2026 adopted budget, fund 625 – Solid Waste.

Supporting Documentation:

Resolution

Sole Source Justification

Proposal

Map