

## **EXHIBIT “A”- SCOPE OF WORK**

### **Task 1.0           Solid Waste Collections Support**

This task focuses on procurement of a qualified firm to provide the City with collection and disposal service of solid and bulk waste, including recycling and green waste. The main components for this phase of work are: evaluation of proposals, negotiation with selected firm, and implementation planning, on an as needed basis. The cost for this task will depend on the number of proposals received, whether a new firm is selected, and the level of assistance desired by the City. This task is assumed to take approximately 6 months.

1.1     Proposals Evaluation: Consultant may assist the City both before and after the deadline for submittal of proposals by providing the following services:

- a.   Provide review of City’s responses to questions submitted by proposers
- b.   Assist with pre-proposal meeting (January 19<sup>th</sup>) – Consultant will review materials for pre-proposal meeting
- c.   Review proposals received, focusing on evaluation criteria described in RFP
- d.   Assist with preparation of interview with short-listed proposers
- e.   Meet with Evaluation Team via teleconference to discuss merits of each proposal and to review scoring and ranking of proposals

1.2     Review Cost and Rate Proposals: Consultant may:

- a.   Review City’s evaluation of cost proposals
- b.   Provide a recommended approach for annual rate adjustments tied to relevant indices

1.3     Negotiations Support: Consultant may:

- a.   Review and provide input on contract with selected hauler

1.4     Implementation Planning: Consultant may:

- b.   Identify key milestones and develop a timeline and detailed plan for transition of operations under the new contract.

### **Task 2.0           Landfill Capacity Analyses**

2.1 Consultant will:

- a.   Perform a more detailed review of all historical data, evaluations, and assumptions
- b.   Estimate site capacity and site life
- c.   Estimate and update appropriate closure and postclosure costs and review funding sources
- d.   Define potential and reasonable solid waste options for City

- e. Develop a timeline/schedule for LHC planning upcoming procurement for related landfill operations

2.2 Data Collection: Consultant will:

- a. Perform detailed review of pertinent documents provided by the City to gain a better understanding of landfill permitting and operational status to support evaluations of the remaining site capacity and service life, landfill and property conditions, site operations and equipment, and other pertinent information related to the landfill operations.
- b. Perform an extensive review of documents related to the landfill closure and postclosure elements and cost estimates.
- c. Obtain historical and existing waste tonnage records and any growth projections to estimate appropriate waste tonnage disposed in landfill.

2.3 Site Survey and Remain Site Capacity and Service Life Evaluation: Consultant will:

- a. Perform a topographic site survey of current landfill conditions at approximately 1-foot contour intervals. Consultant will subcontract with a local civil engineering firm to support performance of an extensive field and aerial survey and produce a topographic base map and a digital terrain model of the existing landfill topography.
- b. Compare existing landfill topography and proposed final landfill grades to estimate remaining waste to soil ratio, and density.
- c. Prepare a technical memorandum reporting the results of the data gathering survey, and calculations.

2.4 Closure and Postclosure Cost Estimates: Consultant will:

- a. Identify detailed cost items for closure and postclosure cost estimates.
- b. Perform follow up meetings with Republic Services via conference calls and site visits to obtain additional information regarding closure and postclosure activities and sources for closure materials.
- c. Perform quantity and unit price evaluations to update closure and postclosure costs.
- d. Prepare a technical memorandum with the results of the data gathering and updated cost estimates.

2.5 Landfill Management Options: Consultant will:

- a. Develop options for future disposal based on City ordinances and zoning, physical constraints, property lease agreements, and economic and environmental health benefits.
- b. Perform feasibility study of options including: 1) Increasing capacity of the existing site, 2) Expanding to adjacent property; 3) Considering other potential sites, and 4) Utilizing transfer station(s).

- c. Provide services related to supporting City with contract extensions between City and the current operations contractor Republic Services.
- d. This evaluation will be a desktop study and no field investigations are necessary at this time.

2.6 Development of a Timeline/Schedule for Procurement of new Operations Contract:  
Consultant will:

- a. Identify critical action items and key stakeholders
- b. In coordination with City, identify milestones and deliverables to support procurement efforts

2.7 Project Task Management and Coordination: Consultant will:

- Attend Status Meetings- bi-monthly meetings at the City, monthly status conference calls
- Provide project status updates and financials
- Assume 12 months for period performance