



October 2, 2020

Tabatha Miller, City Manager  
City of Fort Bragg  
416 North Franklin Street  
Fort Bragg, CA 95437  
tmiller@fortbragg.com

*Transmitted via email*

Re: Scope of Work for Solid Waste & Recycling Consulting

Dear Ms. Miller,

Thank you for the opportunity to submit a proposal for continued work with the City of Fort Bragg. We have enjoyed working with the City over this past year on the CCTS Evaluation and look forward to continuing to support you.

Based on our recent discussions and the CCTS Ad Hoc Committee meeting, we have outlined the below scope of work. To provide flexibility, we have structured this proposal by task, including two optional tasks.

While each task has its own duration, we are available to begin each task upon issuance of a contract.

If you have any questions or comments, please don't hesitate to reach out. Erin can be reached at [erin@diversionstrategies.com](mailto:erin@diversionstrategies.com), (916) 396-3907, and Rachel can be reached at [rachel@diversionstrategies.com](mailto:rachel@diversionstrategies.com), (916) 261-0952.

Sincerely,

Rachel Oster  
Owner & Principal

Erin Merrill  
Owner & Principal





**Task One: Consulting for Collection and Transfer Contracts**

Diversion Strategies would provide consultation to the City/County on upcoming contract extension for both a short term interim solution for transfer of materials generated within the City/County, as well as a longer term solution including a RFP for both collection and transfer.

- Short term/Intern Solution:
  - Diversion Strategies will recommend performance standards that meet the needs of the city/county in the short term interim period
  - Diversion Strategies will provide a rate analysis determining:
    - The cost of Status Quo including improvements needed to keep Caspar operational during the interim period. Diversion Strategies will work closely with Solid Waste of Willits to obtain these costs.
  
- Long term RFP for Collection & Transfer of materials within the city/county
  - Diversion Strategies will consult with the county to assist in the preparation of a Request for Proposal to support a long term contract for collection and transfer. This would include elements such as:
    - Transfer Station Development
    - Organics/Recycling processing
    - Evaluate contract in light of long term state goals (e.g. Newsom’s recent executive order on vehicle electrification)
    - Change to Collection Programs to Meet SB 1383
    - Performance Standards for Proposer on Collection/Transfer/Processing
      - Integration of SB 1383 Implementation plan into Performance Standards

Short Term:

Kick off meeting with City/County	Principal: 5 hours @ \$260/hr	\$1,300.00
Evaluation of performance standards and rate/cost	Principal: 25 hours @ \$260/hr	\$6,500.00
Development of memorandum summarizing evaluation	Principal: 5 hours @ \$260/hr	\$1,300.00
<b>TOTAL</b>	<b>Principal: 30 hours @ \$260/hr</b>	<b>\$7,800.00</b>





Long Term RFP

Kick off meeting with City/County	Principal: 5 hours @ \$260/hr	\$1,300.00
Long Term RFP Consulting (TBD)	Principal: 50 hours @ \$260/hr	\$13,000.00
<b>TOTAL</b>	<b>Principal: 55 hours @ \$260/hr</b>	<b>\$14,300.00</b>

The duration for this task is TBD as determined by the City/County’s schedule for the short term and long term contract and RFP.

**Task Two: Proforma and Rate Analysis**

Diversion Strategies will conduct a rate analysis to determine the impact to ratepayers for both the short term and long term solutions identified as a part of this project. Diversion Strategies will use cost information provided by the client for projections. The rate analysis will:

- Use current market information
- Include transportation of material to current sites only, etc.
- Include depreciation of assets
- Include any SB 1383 costs for the short term solution
- The long term solution will include any long term costs for SB 1383 implementation
- Evaluate approaches in other jurisdictions for implementing rate increase.



Short Term:

Proforma and evaluation of rate impacts for short term interim period.	Principal: 25 hours @ \$260/hr	\$6,500.00
<b>TOTAL</b>	<b>Principal: 25 hours @ \$260/hr</b>	<b>\$6,500.00</b>

Long Term RFP

Update Transfer Station Proforma for long term contract duration and RFP options; Rate evaluation for long contract term duration	Principal: 50 hours @ \$260/hr	\$13,000.00
<b>TOTAL</b>	<b>Principal: 50 hours @ \$260/hr</b>	<b>\$13,000.00</b>

The duration for this task is TBD as determined by the City/County's schedule for the short term and long term contract and RFP.

**Task Three: Finalize Report and Presentations**

Under this task, Diversion Strategies would finalize the CCTS Evaluation Report initiated under the previous Scope of Work. To finalize the report, the Diversion Strategies team will:

- Review and Incorporate comments received by the City/County, address questions, meeting with City to discuss comments.
- Finalize draft and submit in electronic format.
- Prepare powerpoint for presentation at public meetings
- Up to two presentations plus preparation for presentations. Due to Covid, we are proposing presenting via Zoom/virtual meeting.



Review and incorporate comments into draft	Principal: 8 hours @ \$260/hr	\$2,080.00
Finalize draft and submit	Principal; 5 hours @ \$260/hr Administrative 2 hours @ \$125/hour	\$1,300.00 \$250.00
Prepare Powerpoint for presentation	Principal; 10 hours @ \$260/hr Administrative 1 hour @ \$125/hour	\$2,600.00 \$125.00
2 Presentations	Principal: 16 hours @ \$260/hr	\$4,160.00
<b>TOTAL</b>	<b>Principal: 39 hours</b> <b>Administrative: 3 hours</b>	<b>\$10,515.00</b>

## Optional Tasks

### (Optional) Task Four: Site Feasibility Review

Based on discussions at the Transfer Station Ad Hoc Committee, the Committee is considering re-reviewing all or a portion of the 25 locations evaluated initially in the 2007 Site Feasibility. Under this Optional Task, the Diversion Strategies team will re-review locations for suitability to site a transfer station based on criteria as determined by the City/County including but not limited to site location, construction, ability to permit, ownership, and operation. This task would begin with a kick off meeting, then would evaluate sites as identified by the City/County. Diversion Strategies will prepare a report based on the evaluation for each site that was reviewed.



Site Feasibility Kick Off Meeting	Principal: 6 hours @ \$260/hr	\$1,560.00
Preparation, review and communication with City/County	Principal: 20 hours @ \$260/hr	\$5,200.00
Site Evaluations	Principal: *6-150 hours @ \$260/hr  Site Visits: 1-7 days @ Flat Rate of \$1,250 per person per day, plus Travel Expenses**	\$1,300 - \$32,500.00  \$1,470 - \$17,500  Expense Hotel \$120 - \$1,680 Mileage \$1,200 Meals: \$30-\$360
Draft Report	Principal; 20 hours @ \$260/hr  Administrative 10 hours @ \$125/hour	\$5,200.00  \$1,250.00
Final Report	Principal: 10 hours @ \$260/hr  Administrative: 2 hours @ \$125/hr	\$2,600.00  \$250.00
<b>TOTAL (RANGE)</b>	<b>Principal: 62 - 206 hours</b>  <b>Administrative: 12 hours</b>  <b>Flat Rate: 1-7 days, up to 2 people</b>	<b>\$19,280.00 - \$69,300.00 (including Expenses)</b>

\* Estimated at 6 hours per site

\*\* Travel expenses include mileage at current federal rate, hotel and meals

Based upon the number of sites evaluated, it is expected that this task will take up to 6 months to complete.

