



Meeting Date: November 13, 2003

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Honorable Board of Directors  
Sacramento Regional County Solid Waste Authority  
Sacramento, California

**Board of Directors**

**SUBJECT: FIRST AMENDMENT TO AGREEMENT FOR REGIONAL GARDEN REFUSE PROCESSING FACILITY CONSULTING SERVICES**

**Dave Jones**  
Chair  
(City of Sacramento)

**RECOMMENDATION**

**Roger Niello**  
Vice-Chair  
(County of Sacramento)

It is recommended that the Board approve and adopt the attached resolution authorizing the SWA General Manager/Engineer to execute a contract amendment with CH2M Hill to provide consulting services for a Regional Garden Refuse Processing Facility for Phase 2A of the project.

**Illa Collin**  
(County of Sacramento)

**Bret Daniels**  
(City of Citrus Heights)

**BACKGROUND**

**Roger Dickinson**  
(County of Sacramento)

In May of 2002, a team of staff from the three member agencies of the SWA submitted a Garden Refuse Study to the Board recommending that the SWA sponsor the development of a new, in-county, regional, Garden Refuse processing facility and that the facility be operated as a public-private partnership. The SWA Board members received the Garden Refuse Study and directed staff to include funding in the SWA FY 02/03 budget to pursue facility development along the lines proposed.

**Lauren Hammond**  
(City of Sacramento)

**Muriel Johnson**  
(County of Sacramento)

**Don Nottoli**  
(County of Sacramento)

**Sandy Sheedy**  
(City of Sacramento)

In September of 2002, staff reported on the Request for Qualifications (RFQ) and Request for Proposals (RFP) process that would be used to select a consultant for this project. The RFQ/RFP process began in November 2002 and was completed by March 2003 with the recommendation from staff of the three SWA member agencies to award the consultant contract to CH2M Hill. At its April 10, 2003 meeting, the Board adopted a resolution authorizing the SWA General Manager/Engineer to execute a contract with CH2M Hill to provide Phase 1 consulting services for a SWA Regional Garden Refuse Processing Facility.

**Cheryl Creson**  
Administrator

**David A. Pelsler**  
General Manager/Engineer

CH2M Hill completed Phase 1 of the project on schedule and within budget. At the September 11, 2003 meeting of the SWA Board, the Board heard a presentation of the Phase 1 Garden Refuse Report, and by unanimous vote, directed SWA staff to report back with a proposed Phase 2 scope of work for the project and directed staff to initiate discussions with SWA member agencies concerning garden refuse tonnage commitment agreements.

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## **DISCUSSION**

As was the case with the Phase 1 effort, Phase 2 of this project has three tracks; Procurement, Planning, and Communications and Stakeholder Relations. Attached to this report is the proposed scope of work. The following discussion outlines the key elements of the scope of work for each track.

### Procurement

Following through on the key Procurement Track recommendation of Phase 1, the first emphasis for the next phase of the Procurement Track is to develop tonnage commitment agreements between the SWA and each of its member agencies. These agreements will document the conditions under which each of the SWA member agencies will commit a portion of its garden refuse to the regional facility project. These proposed agreements will be brought back to the SWA Board and then to the individual member agency governing bodies for their consideration. The proposed agreements should be established before we move forward with either the Planning track or the Communications and Stakeholder Relations track.

### Planning

The facility siting process will be the focus of the Planning track in Phase 2. Once tonnage commitment agreements have been established between the SWA and its member agencies, the facility site selection process will begin. Facility siting will be conducted in close coordination with the efforts of the Communications and Stakeholder Relations track. We intend to develop a siting process with meaningful opportunities for community participation. The siting portion of the consultant scope of work is designed to achieve the following:

- Develop consensus among the stakeholders on the siting process and siting criteria to be applied,
- Conduct the siting process with the continuous involvement of stakeholders, and
- Present the Phase 2A siting process results for the Board's consideration and make recommendations for next steps in the siting process, including identifying a preferred site for the facility and developing a project description for starting the environmental review process.

A Phase 2A Siting Report will be prepared to document siting activities completed as part of this project. The report will be brief (8-10 pages of text plus Attachments and Maps) and in an Executive Summary format. The report will contain an overview of the siting process, a list of the sites identified and considered in the analysis, document important decisions reached by the siting process participants, and identify a short list of potentially suitable sites. Finally, the report will recommend the next steps that should be taken in Phase 2B of the siting process in order to identify a preferred site or sites for facility development. The preferred site(s) would be the subject of subsequent environmental review as part of the CEQA process.

### Communications and Stakeholder Relations

Communications and stakeholder relations will not be part of the CH2M Hill scope of work. Staff intends to go through a separate RFQ/RFP process this winter to select a consulting firm that will focus on communications and stakeholder relations. The key stakeholder relations effort will be to work in close consultation with CH2M Hill on the facility siting process so that we can implement a meaningful community participation effort.

### Project Schedule

The consultant's project schedule calls for Phase 2 efforts to be complete by July 1, 2004. However, the project schedule is only a target at this point. Considerable time may be necessary for the three individual member agencies of the SWA to come to agreement on the tonnage commitment contracts. The facility siting process and the accompanying communications and stakeholder relations will only begin once the tonnage commitment contracts are in place.

### Cost Proposal

The consultant's cost proposal is \$145,142. However, modifications to the proposed consultant scope may become necessary as the project moves forward in order to be flexible and responsive to community concerns and to develop the most efficient, environmentally sound, and cost effective project for the SWA member agencies. Staff recommends that a 15,000 (roughly 10%) allowance be included for contingencies, which brings the total proposed limit of the contract amendment to \$160,142. There is \$225,000 in the FY 03-04 budget for this project; the balance will be available for communications and stakeholder relations consultant services.

## **CONCLUSION**

Staff recommends that the Board approve and adopt the attached resolution authorizing the SWA General Manager/Engineer to execute the First Amendment to the Agreement with CH2M Hill to provide consulting services for Phase 2 of the Regional Garden Refuse Processing Facility project.

Respectfully submitted,

Cheryl Creson,  
Administrator

By: \_\_\_\_\_

David A. Pelsler, PE, DEE  
General Manager/Engineer

### Attachments:

Resolution  
Scope of Work  
Consultant Agreement Amendment

Contact for additional information: Pat Quinn, SWA staff, 875-7082

