



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by LDMM Date 1/11/07  
General Manager

DATE: January 10, 2007  
 TO: General Manager  
 FROM: Assistant General Manager  
 SUBJECT: Selection of SCS Engineers for Assistance in Long-Range Planning, Waste Reduction Technology Evaluations, and Operations Services

**RECOMMENDATION:** That the Board of Directors authorize an agreement with SCS Engineers, as outlined in their Scope of Work dated January 9, 2007 (attached), for a cost not to exceed \$13,400, to work with staff to develop a long-range planning document, analyze and inventory current waste reduction processes for District review, evaluate the technical feasibility and general cost structures for these processes, and conduct a presentation for the Board and staff of their findings. Funds for this work are included in the General Consulting portion of the Environmental Services 2006-2007 budget.

### BACKGROUND

When the matter of long-range planning was last presented to the Board in May 2006 and November 2005, the Board suggested that staff consider the use of an outside consultant to assist in developing long range plans to improve District operations and diversion programs and solicit proposals from firms to facilitate the Strategic Planning Workshop (SPW).

### DISCUSSION

Over the past several months District staff has been informally interviewing and reviewing the technical qualifications of several leading national solid waste and waste reduction engineering firms. Staff has also solicited input from several other "peer" agencies from around the country to assess the qualifications and experience of these firms, and the potential application and/or use of these firms by the District.

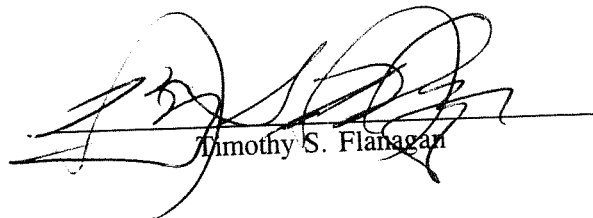
Formal proposals were accepted from SCS Engineers and Shaw Environmental (formally EMCON) teaming with Gershman, Brickner and Bratton.

Following review of the proposals, District staff has concluded that SCS Engineers is the most qualified to facilitate the various options available and assess the technical and financial viability of future waste reduction processes and technologies. SCS is a multi-disciplinary firm that has landfill engineering and design experience, landfill gas development and operational expertise, extensive AB939 compliance and waste reduction program experience, and has facilitated similar efforts in many other California communities.

## STUDY APPROACH

We anticipate SCS would work with District management staff to review existing programs and operations, make a presentation to the Board on conversion technologies in February or March, and assist in preparing a report for use at the SPW in April. Staff will hold meetings beginning in January in anticipation of the SPW, and work with the consultants, to develop some long range options for management of the District's waste stream. This study would be the first of several combined waste reduction and resource utilization approaches evaluated for operational purposes by staff several multi-jurisdictional AB939 base year amendments and reporting projects.

After completion of the Phase I Study, there should be clearer direction for the District as to the merits and basic financial impacts of the various approaches to further our waste reduction strategies. With this funded study, we should be better able to determine that all operational information applicable to an informed discussion and decision is reviewed and costs are outlined to the fullest extent possible. This study would be an important first step in the identification of possible strategies and/or cooperative projects on a regional or multi-jurisdictional basis. Work would begin on the feasibility or potential approach phase immediately, and the financial review and analysis will follow after the technical feasibility is completed. Staff expects that the initial work would be completed in time for presentation to the Board at the SPW in April and then be followed according to the direction set by the Board after the SPW.



Timothy S. Flanagan

## **SCS ENGINEERS**

January 9, 2006

Mr. William Merry, P.E., DEE  
General Manager  
Monterey Regional Waste Management District  
14201 Del Monte Blvd  
P.O. Box 1670  
Marina, California 93933

Dear Mr. Merry:

It was a pleasure speaking with you last week regarding opportunities for SCS Engineers (SCS) to assist the Monterey Regional Waste Management District (District) in solid waste strategic planning. Based on our conversations, we have prepared the following work scope and cost estimate for your review and consideration. We have prepared individual tasks and associated fees in order to allow you to choose which tasks to engage SCS. Also attached is our standard Fee Schedule, which is effective through June 2007.

### **SCOPE OF WORK**

#### **Task 1 Conversion Technologies Presentation**

For this task, the District is interested in having SCS prepare for and present to the District's Board a 15 or 20 minute presentation in February on solid waste conversion technologies. SCS engineer Bruce Clark has been following this topic extensively, and will prepare and present the presentation in a PowerPoint format. The issues to be covered will include the following: a brief overview of the different technologies, such as pyrolysis, gasification and plasma arc; the types and quantities of wastes these facilities typically handle and their output; status of existing and planned facilities; and estimated capital and operating costs, as available. Michelle Leonard of SCS Engineers will also attend the meeting.

#### **Task 2 Follow-up on Presentation/California Conversion Technologies Issues**

Following the general presentation on conversion technologies, Michelle Leonard will present a discussion in March on the status of conversion technologies specific to California. This presentation, approximately 15 to 20, minutes in length, will discuss the following: what other municipalities are doing in regards to conversion technologies; regulatory implications and how conversion technologies "count" towards the AB 939 diversion calculation, and the status of existing and planned or proposed facilities in the State.

#### **Task 3 Report on Diversion Programs**

In a previous Board meeting, it was indicated a report would be prepared on long term diversion programs to improve District operations and diversion programs. For this task, SCS will assist staff in preparing the report, including an evaluation of the existing programs implemented by the District; what improvements could be made to increase the diversion rate of these programs; and new programs that could be implemented and the potential impact on the overall diversion rate.



**Task 4 Strategic Planning Workshop Preparation**

A strategic planning session will be held with Board members in April 2007. Michelle Leonard will assist District management to prepare for the workshop. She will work with the management group to strategize on present and future activities, including diversion programs, operations, policies and other solid waste management planning issues that will be discussed at the workshop.

**FEES**

The proposed fees to undertake the above-described tasks are indicated in Exhibit 1. The fees include all labor and direct costs for SCS personnel who will work on the tasks. In addition, a standard fee schedule is attached.

**Exhibit 1. Project Fees**

<b>Task No.</b>	<b>Description</b>	<b>Fee</b>
1	Conversion Technologies Presentation	\$5,400
2	CA Conversion Technologies Presentation	\$2,300
3	Diversion Report Assistance	\$3,400
4	Strategic Planning Workshop Preparation	\$2,300
<b>TOTAL</b>		<b>\$13,400</b>

Following your review of this proposal, please do not hesitate to contact me with any questions you may have. We appreciate the opportunity to provide this proposal to the District, and look forward to working with you in the near future.

Sincerely



Michelle P. Leonard  
Vice President  
SCS ENGINEERS



**SCS ENGINEERS**

FEE SCHEDULE  
 (Effective July 1, 2006 through June 30, 2007)

	<u>Rate/Hour</u>
Principal .....	\$225
Project Director .....	190
Senior Project/Technical Manager .....	170
Project Manager .....	150
Certified Industrial Hygienist .....	150
Senior Project Professional .....	130
Project Professional .....	110
Construction Superintendent .....	120
Staff Professional .....	90
Project Administrator .....	80
Senior Engineering Technician .....	75
Designer/Drafter .....	75
Administrative/Secretarial .....	65
Technician .....	65

General Terms

1. Rates for principals of the firm may be negotiated on a project-specific basis.
2. Scheduled rates are effective through June 30, 2007. Work performed thereafter is subject to a new Fee Schedule.
3. Scheduled labor rates include overhead, administration, and profit. Costs for outside consultants and subcontractors, and for job-related employee travel and subsistence, reproduction, telephone, equipment, and supplies, are billed at actual cost plus a 15 percent administrative fee.
4. Charges for field equipment and instruments will be in accordance with SCS's Field Equipment Rental Rates Schedule in effect at the time the work is performed, plus a 15 percent administrative fee. Company trucks are charged at \$50 for up to a half day (4 hours) of use, and \$100 for up to a full day (company cars at \$40/\$80). These charges incorporate an allowance of 100 miles per job per day; a \$0.25 per mile surcharge is applied for additional miles. Vehicle charges for long-term and/or high-mileage projects may be negotiated on a case-by-case basis.
5. Invoices will be prepared monthly or more frequently for work in progress, unless otherwise agreed. Invoices are due and payable upon receipt. Invoices not paid within 30 days are subject to a service charge of 1.5 percent per month on the unpaid balance.
6. Payment of SCS invoices for services performed will not be contingent upon the client's receipt of payment from other parties, unless otherwise agreed in writing. Client agrees to pay legal costs, including attorney's fees, incurred by SCS in collecting any amounts past due and owing on client's accounts.
7. For special situations such as expert court testimony and limited consultation, hourly rates will be on an individually negotiated basis.

