



February 16, 2016

Cliff Feldman
Recycling Programs Manager
RethinkWaste
610 Elm Street, Suite 202
San Carlos, CA 94070

RE: Proposal to Complete the 2015 Electronic Annual Reports for 10 South Bayside Waste Management Authority Jurisdictions

Dear Cliff:

This letter provides you with a scope and budget to complete the 2015 Annual Reports for 10 South Bayside Waste Management Authority (SBWMA) Member Agencies. Nanette Hansel will be the Project Manager and will be responsible for all project work. Nanette has led the preparation of the Member Agency annual reports demonstrating AB 939 compliance for the past 16 years (since 1999). Sydney Coatsworth will provide contract oversight.

Completion of the online electronic annual reports requires that we show each Member Agency's progress in reducing solid waste disposal, meeting their per capita disposal targets, and implementing successful diversion programs. Each annual report will include calculation of the jurisdiction's compliance with the city-specific per capita disposal targets and a status report on planned and implemented Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE) programs (PARIS update). The annual reports will be completed using CalRecycle's Electronic Annual Report (EAR) System.

The PARIS update will include an update of programs implemented and/or expanded in 2015 and notes on ongoing programs not already documented in CalRecycle's PARIS database. Ascent staff will report on AB 2176 qualifying large venues and events, as needed. Note: our scope and cost estimate assume that Recology will provide all detailed information on large venues and events (e.g., list of qualifying events, plan details, disposal and diversion tons, materials types, and PARIS program codes). It is also expected that the 2015 Annual Reports will need to emphasize Mandatory Commercial Recycling (MCR) program implementation, monitoring, and outreach. Our scope and cost estimate assumes that this information will be provided by Recology, SBWMA staff, and local jurisdictions in a manner that can be reported in the annual report.

To fully characterize 2015 program implementation, Ascent staff will discuss program status with Recology staff, SBWMA staff, County staff, other SBWMA consultants, and Member Agency staff, as appropriate. Ascent staff will work directly with member agency staff to produce draft and final versions of the annual reports and will seek authorization for submittal directly from member agency representatives.

The 2015 EARs can be completed for an amount not to exceed \$25,000. This includes approximately 50 hours of Nanette's time at \$165/hour, 250 hours of Julia Wilson's time acting under Nanette's direction, and \$50 in direct costs. The fee per jurisdiction will be \$2,500.

Should you have any questions regarding this proposal or need further detail, please call me at 775.339.1420.

Sincerely,



Nanette Hansel
Senior Environmental Planner



Sydney B. Coatsworth, AICP
Principal

TABLE 1: Cost Estimate to Complete 2015 Electronic Annual Reports

4/11/2016

| ASCENT LABOR COSTS | Rate/Hour | Nanette Hansel \$165 | Julia Wilson \$70 | Total Hours | Total Dollars |
|---|------------------|-------------------------------------|----------------------------------|------------------------|--------------------------|
| 1. Complete 2006 Electronic Annual Reports | | | | | |
| 1.1 Data Collection & Consolidation | | 18 | 58 | 76 | \$7,030 |
| 1.2 Coordinate with Recology/SBWMA on AB 2176 Venue/Event Detail | | 4 | 16 | 20 | \$1,780 |
| 1.3 Complete On-Line Annual Report Form for 10 jurisdictions | | 16 | 140 | 156 | \$12,440 |
| 1.4 Review Updated PARIS Program NotesForms | | 4 | 16 | 20 | \$1,780 |
| 1.5 Respond to Member Agency comments on Draft EARs/Submit Final EARs | | 4 | 18 | 22 | \$1,920 |
| Total Ascent Labor Hours | | 46 | 248 | 294 | |
| Total Ascent Labor Dollars | | \$7,590 | \$17,360 | | \$24,950 |
| DIRECT COSTS | | | | | |
| Printing, copying, fax, phone, and travel | | | | | \$50 |
| Total Direct Costs | | | | | \$50 |
| TOTAL ESTIMATED FEE | | | | | |
| | | | | | \$25,000 |