



Item No. 10 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MARCH 17, 2021

SUBJECT: APPROVAL OF A PROPOSAL FOR CALRECYCLE PLANNING DOCUMENT ASSISTANCE FROM R3 CONSULTING GROUP, INC.; DIRECT THE CITY ATTORNEY TO PREPARE AN AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE AGREEMENT AT A NOT TO EXCEED COST OF \$56,556 ON BEHALF OF THE TOWN

RECOMMENDATION

Approve a proposal for CalRecycle Planning Document Assistance from R3 Consulting Group, Inc.; direct the City Attorney to prepare an Agreement and Authorize the City Manager to execute the Agreement at a not to exceed cost of \$56,556 on behalf of the Town.

BACKGROUND | ANALYSIS

As the Council is aware, R3 Consulting Group, Inc. (“R3”) completed their work with the Town in the selection and procurement of Solid Waste Services. That agreement was amended in March 2020 to include development and negotiation of a draft and final franchise agreement with Greenwaste Recovery (GWR).

With the Town’s withdrawal from the South Bayside Waste Management Authority (SBWMA), it was anticipated that the Town would need to take up various administrative tasks each year as part of the annual reporting requirement to CalRecycle. The initial effort will require updates to the Town’s Source Reduction and Recycling Element (SRRE), Nondisposal Facility Element (NDFE), and Household Hazardous Waste Element (HHWE). These elements are reviewed on a 5-year cycle with CalRecycle. In addition, each year the Town is required to provide an Electronic Annual Report (EAR) to CalRecycle (August 1).

R3 has had the benefit of working with the Town over the past few years and has had the benefit of working with GWR during the Town’s procurement process. This allows R3 to complete the updates timely as well as cost effectively. The bulk of the work by R3 is encompassed in the updates to the various planning documents required by CalRecycle – SRRE, NDFE, & HHWE.

This is a single-year initial requirement. Each year thereafter, the Town will Report to CalRecycle via the EAR.

As part of the negotiation process, GWR remitted \$175,000 toward negotiation and transition costs. These funds were deposited into the Rate Stabilization Fund. It is these funds that will be used to pay for the updated SRRE, NDFE and HHWE as well as the first year EAR. Each year thereafter, as part of the Franchise Agreement, GWR remits a Yearly Administrative Support Payment to the Town in the amount of \$14,000 to reimburse the Town for its costs managing the Agreement and for annual reporting requirements to the State or any other entity. The first year EAR is estimated at \$8,800 from R3; however, there will be staff time associated with gathering and review data with R3 as they complete the report. These costs are recovered via the Rate Stabilization Fund.

FISCAL IMPACT

Funding for this Agreement and the services under it are included in the Rate Stabilization Fund.

POLICY FOCUS

There are no significant policy issues related to this item.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

ATTACHMENTS

R3 Proposal



February 22, 2021

Mr. George Rodericks
City Manager
Town of Atherton
150 Watkins Avenue
Atherton, CA 94027
submitted via email: grodericks@ci.atherton.ca.us

SUBJECT: Proposal for CalRecycle Planning Document Assistance

Dear Mr. Rodericks,

R3 Consulting Group, Inc. (R3) is pleased to submit this proposal to provide assistance to the Town of Atherton (Town) in adjusting its CalRecycle planning documents after the transition of solid waste collection service providers from Recology San Mateo to GreenWaste Recovery (GWR).

As you are aware, R3 recently completed its scope of work with the Town, which was awarded to R3 as a result of the Town's Request for Proposals (RFP) for Solid Waste Procurement Services. That agreement was amended in March 2020 to include development and negotiation of a draft and final franchise agreement with GWR, including associated Council engagement.

The Town of Atherton withdrew from the South Bayside Waste Management Authority (SBWMA) which triggered its new agreement with GWR for solid waste collection services beginning January 1, 2021. GWR has already begun transitioning services from the prior solid waste hauler, Recology San Mateo.

As a member of the SBWMA, the Town utilized the post-collection facility owned by the SBWMA in San Mateo, and received assistance with annual reporting to CalRecycle, among other benefits.

As such, the Town will need to make certain adjustments to its planning documents submitted to CalRecycle, which may include but are not limited to the following:

- › The Electronic Annual Report, due to CalRecycle annually on August 1;
- › The Source Reduction Recycling Element (SRRE), which describes the diversion programs put in place for compliance with state law;
- › The Nondisposal Facility Element (NDFE), which describes the post-collection facilities located within the jurisdiction; and
- › The Household Hazardous Waste Element (HHWE), which describes the program for capturing household hazardous waste from landfill disposal.

These elements are reviewed on a five-year cycle by CalRecycle, and that five-year cycle is normally completed as a part of the scheduled annual report process and not outside of it.

There are two other planning elements that are compiled and submitted on a countywide basis and will most likely not require amendment.

* * * *

Rose Radford will serve as Project Manager and primary point of contact for this engagement. **Garth Schultz** will serve as Principal-in-Charge and will work with Rose throughout the entire project, with assistance from other qualified R3 staff as necessary.

We appreciate the opportunity to submit our proposal to the City. Should you have questions regarding our proposal or need additional information, please do not hesitate to reach out directly.

Sincerely,



Rose Radford | *Project Manager*
R3 Consulting Group, Inc.
415.347.9536 | rradford@r3cgi.com



Garth Schultz | *Principal-in-Charge*
R3 Consulting Group, Inc.
510.292.0853 | gschultz@r3cgi.com

1. SCOPE OF WORK

Task 1 – Project Kick-off and Coordination

Task 1.1 Kick-off Meeting

Upon City authorization to proceed, R3 will facilitate a project kick-off meeting with City staff. The meeting will provide an opportunity to review the project objectives, R3's project approach, schedule, and data availability.

Please note that we have budgeted for all meetings to be virtual, including check-in meetings with the City, CalRecycle, SBWMA, and GWR, as well as presentations to the Town Council. Additional costs will be incurred for required attendance at in-person meetings; R3 will seek City approval of additional costs before they are incurred.

Task 1.2 Information Request

Upon authorization to proceed, R3 will provide the City with a preliminary list of documents in support of this Scope of Work.

Requested documents may include, but will not necessarily be limited to, the following:

- › The most recent Electronic Annual Reports submitted to CalRecycle;
- › The information request submitted to the Town and the SBWMA by the SBWMA's Electronic Annual Report consultant for 2019, and for 2020 when it is submitted; and
- › The existing NDFE, SRRE, and HHWE submitted by the City to CalRecycle in 1994, and any amendments thereof.

The provided information and materials, along with the documents already in R3's files, will assist with our analysis and drafting the City's adjusted planning documents, if deemed necessary.

Task 1.3 CalRecycle Engagement

After review of the provided documents, R3 will draft an electronic letter for the City to send to CalRecycle requesting information about any needed adjustments to the planning documents. As stated on CalRecycle's website:

If you are a newly incorporated city or are a jurisdiction that is joining or leaving a regional agency, please contact your LAMD representative to determine what you would need to submit and to determine how your 50 percent equivalent per capita disposal target will be calculated.¹

Many other regional agencies have per capita disposal targets that are calculated on a regional agency basis. While the City was a part of the SBWMA regional agency, its per capita disposal target was already calculated on an independent basis, so it is unlikely that the City's target will require adjustment. However, other planning documents will likely require adjustment, and the letter to CalRecycle will include a request for information on which documents CalRecycle will require that the City adjust, and what types of adjustments may be needed.

R3 will be available for ongoing coordination with CalRecycle, including attending any phone calls that are needed, reviewing correspondence, and drafting responses to CalRecycle throughout the term of this engagement.

¹ Text is excerpted from the following webpage: <https://www.calrecycle.ca.gov/lgcentral/Library/SRRE/>

Task 2 – Planning Document Adjustment

After receiving guidance from CalRecycle, R3 will take the 1994 planning documents (the NDFE, SRRE, and HHWE) and adjust them to more accurately describe the collections and post-collections systems in place under the Town's agreement with GWR.

Changes we anticipate incorporating are as follows:

- › Shift post-collection facility from Shoreway and associated end destinations to GWR Material Recovery Facility and associated end destinations;
- › Shift organics collection system from source-separated to mixed waste processing (one container system); and
- › Other revisions to update the documents to reflect the new collections and post-collections elements.

The SRRE includes the following main elements:

- › Waste Characterization – this information should be based upon the statewide waste characterization;
- › Source Reduction – program and implementation schedule for reducing the creation of solid waste;
- › Recycling – program and implementation schedule for recycling;
- › Composting – program and implementation schedule for composting;
- › Education and Public Information – description of how the Town will increase awareness of and participation in the programs listed above;
- › Finding – a description of costs, revenues, and revenue sources for implementing;
- › Special Waste – a description of how special waste is to be handled which identifies current and proposed programs to ensure proper handling, reuse, and disposal of special waste; and
- › Facility Capacity – a projection of the amount of disposal capacity needed over a 15-year period.

We do not anticipate that there will be any changes needed to the NDFE or HHWE. The NDFE is only required to be adjusted if disposal facilities are to be sited within a jurisdiction's boundaries. The Town's household hazardous waste program is managed by the County of San Mateo and the Town's participation in the program was arranged separately with the County and did not involve the SBWMA.

Task 3 – Electronic Annual Report Adjustment

After revision of the NDFE, SRRE, and HHWE as appropriate, R3 will revise the Electronic Annual Report for 2019 (which was prepared in coordination with the SBWMA's consultant) to more accurately reflect the changed planning elements and the new solid waste collection system after the transition to GWR. This new, revised Electronic Annual Report should be submitted in August 2022 for the year 2021.

In order to facilitate the Town's reporting to CalRecycle for calendar year 2020, and assuming that the SBWMA's consultant is unavailable to assist the Town in the 2020 reporting year, R3 will adapt the consultant's data request for the 2019 and 2020 reporting years and submit the data request to the Town and the SBWMA. R3 will perform all duties that are normally performed by the SBWMA consultant to assist the Town in reporting to CalRecycle, including entering the data into the web portal if desired by the Town.

R3 will be available for ongoing coordination with CalRecycle on the contents of the Town's Electronic Annual Reports for the year 2020; the 2021 report will be due in August 2022, which is outside the contract period proposed.

Deliverables

- » Facilitation of correspondence and meetings with CalRecycle on any needed adjustments to the Town's planning documents;
- » One (1) revision of each CalRecycle planning document that is required to be revised, including any revisions submitted by the Town and any revisions requested by CalRecycle;
- » One (1) revision of the 2019 Electronic Annual Report for the Town's use in its 2020 and 2021 reporting cycles; and
- » One (1) virtual Council meeting prior to adoption of new planning documents, if necessary.

2. PROJECT SCHEDULE

R3 is available to begin work on this project as soon as we received direction to proceed from the City. R3 proposes the following schedule for work completion, with the project beginning in April 2021 and completing by the end of October 2021.

This schedule provides ample time to complete the required project effort, adjust CalRecycle planning documents and the City's Electronic Annual Report, and complete any correspondence with CalRecycle regarding the contents of those documents.

TASK	START DATE	COMPLETION DATE
1. Project Kick-Off and Coordination	April 2021	April 2021
2. Planning Document Adjustment	April 2021	October 2021
3. Electronic Annual Report Adjustment	July 2021	October 2021

3. PROJECT BUDGET

R3 proposes a not-to-exceed project budget of **\$56,556** to complete all tasks, which includes allowance for at least two rounds of revisions on planning documents after submission to CalRecycle and a significant budget for contingencies, given uncertainty related to CalRecycle's expectations.

TASK		Cost
1	Project Kick-off and Coordination	\$6,680
2	Planning Document Adjustment	\$31,650
3	Electronic Annual Report Adjustment	\$8,800
Subtotal		\$47,130
20% Contingency		\$9,426
Total		\$56,556

Billing Rates

In the table below, we have provided our hourly billing rates for R3 that may be involved in providing the City solid waste consultant services.



CLASSIFICATION	HOURLY RATE
Principal	\$225 per hour
Project Director	\$215 per hour
Senior Project Manager	\$190 per hour
Project Manager	\$185 per hour
Senior Project Analyst	\$165 per hour
Senior Administrative Support	\$160 per hour
Project Analyst	\$155 per hour
Associate Analyst	\$145 per hour
Administrative Support	\$125 per hour
REIMBURSABLE COSTS	
Consultants/Subcontractors	Cost plus 10%
Lodging and meals	Direct cost

Travel - <i>Private or company car</i>	At Current Federal Rate
Travel - <i>Other</i>	Direct cost
Delivery and other expenses	Direct cost

Payments

Unless otherwise agreed in writing, fees for work completed will be billed monthly at the first of each month for the preceding month and will be payable within 30 days of the invoice date.