

**AGREEMENT FOR ENGINEERING SERVICES
RECYCLE CENTER MASTER PLAN
FOR OWASSO PUBLIC WORKS AUTHORITY, OK**

THIS AGREEMENT, made and entered into this 20th day of December, 2011 between the Owasso Public Works Authority, Oklahoma, a Municipal Corporation, of Oklahoma, hereinafter referred to as AUTHORITY, and Science Applications International Corporation (SAIC) Energy, Environment & Infrastructure, LLC, hereinafter referred to as ENGINEER;

WITNESSETH:

WHEREAS, AUTHORITY intends to develop a long-term plan that establishes where the recycling program will be in 20 years and to achieve zero waste to landfill in 25 years, hereinafter referred to as the PROJECT; and,

WHEREAS, AUTHORITY requires certain professional services in connection with the PROJECT, hereinafter referred to as the SERVICES; and,

WHEREAS, ENGINEER, is prepared to provide such SERVICES;

WHEREAS, funding is available for the PROJECT through the Recycle Budget;

NOW THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

1. SCOPE OF PROJECT. The scope of the PROJECT is described in Attachment A, SCOPE OF PROJECT, which is attached hereto and incorporated by reference as part of this AGREEMENT.
2. SERVICES TO BE PERFORMED BY ENGINEER. ENGINEER shall perform the SERVICES described in Attachment B, SCOPE OF SERVICES, which is attached hereto and incorporated by reference as part of this AGREEMENT.
3. AUTHORITY'S RESPONSIBILITIES. AUTHORITY shall be responsible for all matters described in Attachment C, RESPONSIBILITIES OF THE AUTHORITY, which is attached hereto and incorporated by reference as part of this AGREEMENT.
4. COMPENSATION. AUTHORITY shall pay ENGINEER in accordance with Attachment D, COMPENSATION, and further described in Attachment E, FEE/HOUR BREAKDOWN, which are attached hereto and incorporated by reference as part of this AGREEMENT.
5. SCHEDULE. ENGINEER shall perform the SERVICES described in Attachment B, SCOPE OF SERVICES, in accordance with the schedule set forth in Attachment F, SCHEDULE, attached hereto and incorporated by reference as part of this AGREEMENT.
6. STANDARD OF PERFORMANCE. ENGINEER shall perform the SERVICES undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity and with the applicable laws and regulations published and in effect at the time of performance of the SERVICES. The PROJECT shall be designed and engineered in a

good and workmanlike manner and in strict accordance with this AGREEMENT. All engineering work shall be performed by or under the supervision of Professional Engineers licensed in the State of Oklahoma, and properly qualified to perform such engineering services, which qualification shall be subject to review by AUTHORITY. Other than the obligation of the ENGINEER to perform in accordance with the foregoing standards, no warranty, either express or implied, shall apply to the SERVICES to be performed by the ENGINEER pursuant to this AGREEMENT or the suitability of ENGINEER'S work product.

7. LIMITATION OF RESPONSIBILITY.

- 7.1. ENGINEER shall not be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the PROJECT.
- 7.2. The presence of ENGINEER's personnel at a construction site is for the purpose of providing to the AUTHORITY a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s).
- 7.3. In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total PROJECT cost and/or execution. These conditions and cost/execution effects are not the responsibility of ENGINEER.
- 7.4. Record drawings will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the PROJECT was finally constructed. ENGINEER is not responsible for any errors or omissions in the information from others that are incorporated into the record drawings.
- 7.5. ENGINEER's deliverables, including record drawings, are limited to the sealed and signed hard copies. Computer-generated drawing files furnished by ENGINEER are for AUTHORITY or others' convenience. Any conclusions or information derived or obtained from these files will be at user's sole risk.

8. OPINIONS OF COST AND SCHEDULE.

- 8.1. Since ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors', subcontractors', or vendors' methods of determining prices, or over competitive bidding or market conditions, ENGINEER'S cost estimates shall be made on the basis of qualifications and experience as a Professional Engineer.

8.2. Since ENGINEER has no control over the resources provided by others to meet construction contract schedules, ENGINEER'S forecast schedules shall be made on the basis of qualifications and experience as a Professional Engineer.

9. LIABILITY AND INDEMNIFICATION.

9.1. ENGINEER shall defend and indemnify AUTHORITY from and against legal liability for damages arising out of the performance of the SERVICES for AUTHORITY, including but not limited to any claims, costs, attorney fees, or other expenses of whatever nature where such liability is caused by the negligent act, error, or omission of ENGINEER, or any person or organization for whom ENGINEER is legally liable. Nothing in this paragraph shall make the ENGINEER liable for any damages caused by the AUTHORITY or any other contractor or consultant of the AUTHORITY.

9.2. ENGINEER shall not be liable to AUTHORITY for any special, indirect or consequential damages, such as, but not limited to, loss of revenue, or loss of anticipated profits.

10. CONTRACTOR INDEMNIFICATION AND CLAIMS.

10.1. AUTHORITY agrees to include in all construction contracts the provisions of Articles 7.1, and 7.2, and provisions providing contractor indemnification of AUTHORITY and ENGINEER for contractor's negligence.

10.2. AUTHORITY shall require construction contractor(s) to name AUTHORITY and ENGINEER as additional insureds on the contractor's general liability insurance policy.

11. COMPLIANCE WITH LAWS. In performance of the SERVICES, ENGINEER shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria and standards. ENGINEER shall procure the permits, certificates, and licenses necessary to allow ENGINEER to perform the SERVICES. ENGINEER shall not be responsible for procuring permits, certificates, and licenses required for any construction unless such responsibilities are specifically assigned to ENGINEER in Attachment B, SCOPE OF SERVICES.

12. INSURANCE.

12.1. During the performance of the SERVICES under this AGREEMENT, ENGINEER shall maintain the following insurance:

12.1.1. General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 in the aggregate, and with property damage limits of not less than \$100,000 for each occurrence and not less than \$100,000 in the aggregate.

12.1.2. Automobile Liability Insurance with bodily injury limits of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident and with property damage limits of not less than \$100,000 for each accident.

12.1.3. Worker's Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with limits of not less than \$100,000 for each occurrence.

12.1.4. Errors and Omissions Insurance to remain in effect during the PROJECT and the term of any legal liability. Errors and Omissions coverage to be for a minimum of \$1,000,000, deductibles subject to approval by AUTHORITY.

12.2. ENGINEER shall furnish AUTHORITY certificates of insurance which shall include a provision that such insurance shall not be canceled without at least 30 days written notice to the AUTHORITY.

13. OWNERSHIP AND REUSE OF DOCUMENTS.

13.1. All documents, including original drawings, estimates, specifications, field notes and data shall become and remain the property of the AUTHORITY.

13.2. AUTHORITY'S reuse of such documents without written verification or adaptation by ENGINEER for the specific purpose intended shall be at AUTHORITY'S risk.

14. TERMINATION OF AGREEMENT.

14.1. The obligation to continue SERVICES under this AGREEMENT may be terminated by either party upon fifteen days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

14.2. AUTHORITY shall have the right to terminate this AGREEMENT, or suspend performance thereof, for AUTHORITY'S convenience upon written notice to ENGINEER; and ENGINEER shall terminate or suspend performance of SERVICES on a schedule acceptable to AUTHORITY. In the event of termination or suspension for AUTHORITY'S convenience, AUTHORITY shall pay ENGINEER for all SERVICES performed to the date of termination in accordance with provisions of Attachment D, COMPENSATION. Upon restart of a suspended project, ENGINEER's contract price and schedule shall be equitably adjusted.

15. NOTICE.

Any notice, demand, or request required by or made pursuant to this AGREEMENT shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below.

To ENGINEER: SAIC, Energy, Environment & Infrastructure
One West 3rd Street, Suite 100
Tulsa, OK 74103-3513
Attention: Mr. Adam West

To AUTHORITY: OWASSO PUBLIC WORKS AUTHORITY
301 W 2nd Avenue
Owasso, Oklahoma 74055
Attention: Roger Stevens, Public Works Director

- 15.1. Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of ENGINEER and AUTHORITY.
16. UNCONTROLLABLE FORCES. Neither AUTHORITY nor ENGINEER shall be considered to be in default of this AGREEMENT if delays in or failure of performance shall be due to forces which are beyond the control of the parties; including, but not limited to: fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage; inability to procure permits, licenses, or authorizations from any state, local, or federal agency or person for any of the supplies, materials, accesses, or services required to be provided by either AUTHORITY or ENGINEER under this AGREEMENT; strikes, work slowdowns or other labor disturbances, and judicial restraint.
17. SEVERABILITY. If any portion of this AGREEMENT shall be construed by a court of competent jurisdiction as unenforceable, such portion shall be severed herefrom, and the balance of this AGREEMENT shall remain in full force and effect.
18. INTEGRATION AND MODIFICATION. This AGREEMENT includes Attachments A, B, C, D, E, and F and represents the entire and integrated AGREEMENT between the parties; and supersedes all prior negotiations, representations, or agreements pertaining to the SCOPE OF SERVICES herein, either written or oral. AUTHORITY may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect ENGINEER's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this AGREEMENT. This AGREEMENT may be amended only by written instrument signed by each of the Parties.
19. DISPUTE RESOLUTION PROCEDURE. In the event of a dispute between the ENGINEER and the AUTHORITY over the interpretation or application of the terms of this AGREEMENT, the matter shall be referred to the City of Owasso's Director of Public Works for resolution. If the Director of Public Works is unable to resolve the dispute, the matter may, in the Director's discretion, be referred to the City Manager for resolution. Regardless of these procedures, neither party shall be precluded from exercising any rights, privileges or opportunities permitted by law to resolve any dispute.
20. ASSIGNMENT. ENGINEER shall not assign its obligations undertaken pursuant to this AGREEMENT, provided that nothing contained in this paragraph shall prevent ENGINEER from employing such independent consultants, associates, and subcontractors as ENGINEER may deem appropriate to assist ENGINEER in the performance of the SERVICES hereunder.
21. APPROVAL. It is understood and agreed that all work performed under this AGREEMENT shall be subject to inspection and approval by the Public Works Department of the City of Owasso, and any plans or specifications not meeting the

terms set forth in this AGREEMENT will be replaced or corrected at the sole expense of the ENGINEER. The ENGINEER will meet with the City staff initially and monthly thereafter and will be available for public meetings and City of Owasso presentations.

22. KEY PERSONNEL. In performance of the SERVICES hereunder, ENGINEER has designated Scott Pasternak as Project Manager for the PROJECT. ENGINEER agrees that no change will be made in the assignment of this position without prior approval of AUTHORITY.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT in multiple copies on the respective dates herein below reflected to be effective on the date executed by the Mayor of the Owasso Public Works Authority.

SAIC Energy, Environment & Infrastructure, LLC

By: Adam West
Date 1-13-12

APPROVED:

OWASSO PUBLIC WORKS AUTHORITY, OKLAHOMA

Julianne M. Stinson
Clerk Deputy

T. J. Blue
Chairman
Date 12-20-11

APPROVED AS TO FORM:

Julie Trout Lombardi
Attorney



**AGREEMENT FOR ENGINEERING SERVICES
RECYCLE CENTER MASTER PLAN
FOR THE OWASSO PUBLIC WORKS AUTHORITY, OK
Scope of Project
Attachment A**

SCOPE OF PROJECT. The PROJECT shall consist of civil engineering SERVICES described as follows:

Develop a long-term plan that establishes where the recycling program will be in 20 years and to achieve zero waste to landfill in 25 years.

**AGREEMENT FOR ENGINEERING SERVICES
RECYCLE CENTER MASTER PLAN
FOR THE OWASSO PUBLIC WORKS AUTHORITY, OK
Scope of Services
Attachment B**

The services to be performed by the ENGINEER under this AGREEMENT will consist of providing civil engineering services for the SERVICES presented in Attachment A, as directed by the AUTHORITY by a notice to proceed or in a work order.

Further, it is understood and agreed that the date of beginning, rate of progress, and the time of completion of the work to be done hereunder for each assignment are essential provisions of this AGREEMENT; and it is further understood and agreed that the work embraced in this AGREEMENT shall commence upon execution of this AGREEMENT and receipt of Notice to Proceed. It is further understood that all reviews and conceptual designs will be prepared in accordance with the City of Owasso design criteria and specifications for construction.

SEE ATTACHED SCOPE OF SERVICES

**AGREEMENT FOR ENGINEERING SERVICES
RECYCLE CENTER MASTER PLAN
FOR THE OWASSO PUBLIC WORKS AUTHORITY, OK
Responsibilities of the AUTHORITY
Attachment C**

RESPONSIBILITIES OF THE AUTHORITY. The AUTHORITY agrees:

- C.1** **Reports, Records, etc:** To furnish, as required by the work, and not at the expense of the ENGINEER:
- C.1.1 Records, reports, studies, plans, drawings, and other data available in the files of the AUTHORITY that may be useful in the work involved under this AGREEMENT
 - C.1.2 Standard construction drawings and standard specifications
 - C.1.3 ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by AUTHORITY.
- C.2** **Access:** Provide access to public and private property when required in performance of ENGINEER's services.
- C.3** **Staff Assistance:** Designate the City Engineer (or another individual designated in writing) to act as its representative in respect to the work to be performed under this AGREEMENT, and such person shall have complete authority to transmit instructions, receive information, interpret and define AUTHORITY'S policies and decisions with respect to materials, equipment, elements and systems pertinent to the services covered by this AGREEMENT.
- C.3.1 Furnish staff assistance in locating, both horizontally and vertically, existing AUTHORITY owned utilities and in expediting their relocation as described in Attachment B. Further, AUTHORITY will furnish assistance as required in obtaining locations of other utilities, including excavations to determine depth.
 - C.3.2 Furnish legal assistance as required in the preparation of bidding, construction and other supporting documents.
- C.4** **Review:** Examine all studies, reports, sketches, estimates, specifications, drawings, proposals and other documents presented by ENGINEER and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.

**AGREEMENT FOR ENGINEERING SERVICES
RECYCLE CENTER MASTER PLAN
FOR THE OWASSO PUBLIC WORKS AUTHORITY, OK
Compensation
Attachment D**

COMPENSATION. The AUTHORITY agrees to pay, as compensation for services set forth in Attachment B, the following fees, payable monthly as the work progresses; and within 30 calendar days of receipt of invoice. ENGINEER shall submit monthly invoices based upon actual hours or work, invoiced according the Rate Schedule provided in ATTACHMENT E, completed at the time of billing. Invoices shall be accompanied by such documentation as the AUTHORITY may require in substantiation of the amount billed.

D.1 Total Compensation

For the work under this project, the total maximum billing including direct costs and subconsultant services shall be \$99,400 which amount shall not be exceeded without further written authorization by AUTHORITY.

D.2 Subconsultants and Other Professional Associates: Services of subcontractors and other professional consultants shall be compensated for at actual cost. Use of sub-consultants must be authorized in advance by AUTHORITY.

D.3 Other Direct Costs

D.3.1 Travel and subsistence shall be compensated for at actual cost. Local travel by personal or firm automobile shall be compensated for at the rate currently allowed by the IRS.

D.3.2 Printing expenses shall be compensated for as shown in ATTACHMENT E.

D.3.3 Any other direct costs shall be compensated for at actual when authorized in advance by AUTHORITY.

D.4 Additional Services: Unless otherwise provided for in any accepted and authorized proposal for additional services, such services shall be compensated for on the same basis as provided for in Attachment D.

D.5 Terminated Services: If this AGREEMENT is terminated, ENGINEER shall be paid for services performed to the effective date of termination.

D.6 Conditions of Payment

D.6.1 Progress payments shall be made in proportion to services rendered and expenses incurred as indicated within this AGREEMENT and shall be due and owing within thirty days of ENGINEER'S submittal of his progress payment invoices.

- D.6.2 If AUTHORITY fails to make payments due ENGINEER within sixty days of the submittal of any progress payment invoice, ENGINEER may, after giving fifteen days written notice to AUTHORITY, suspend services under this AGREEMENT.
- D.6.3 If the PROJECT is delayed, or if ENGINEER'S services for the PROJECT are delayed or suspended for more than ninety days for reasons beyond ENGINEER'S control, ENGINEER may, after giving fifteen days written notice to AUTHORITY, request renegotiation of compensation.

**AGREEMENT FOR ENGINEERING SERVICES
 RECYCLE CENTER MASTER PLAN
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 Billing Sheet
 Attachment E**

AUTHORITY SHALL REPLACE THIS PAGE WITH PROJECT FEE SCHEDULE

Task 1 - Project Initiation and Management	\$5,700
Task 2 - Current Recycling System Review and Assessment	\$8,300
Task 3 - Facility Programming for the Existing Recycle Center and Potential New Location	\$29,400
Task 4 - Evaluate Alternative Residential Recycling Collection and Processing Options	\$23,700
Task 5 - Workshop with the Project Task Force and Develop Implementation Plan and Schedule	\$6,000
Task 6 - Public Education Strategies	\$5,700
Task 7 - Work-Sessions and Presentations to the Public	\$11,600
Task 8 - Report Preparation	\$9,000
Total	\$99,400

**AGREEMENT FOR ENGINEERING SERVICES
RECYCLE CENTER MASTER PLAN
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Schedule
Attachment F**

F. **SCHEDULE.** The schedule for general engineering services for the PROJECT is provided as follows:

- F.1. Notice to Proceed: January 10, 2012
- F.2. Substantial Completion: April 30, 2012

Project Understanding, Scope of Services and Fee

Project Understanding

As a leading solid waste planning and recycling consultant, our firm has assisted communities in designing, implementing, and evaluating sustainable solid waste programs. Working with some of the most sophisticated integrated solid waste management systems in the country, our professionals bring notable experience ranging from an understanding of collection, processing, and economic impacts of various operations for refuse and recycling. We assist communities in getting to the next level of recycling, including implementing curbside single-stream collection and processing systems.

We also recognize that the City is interested in developing a roadmap for where the recycling program will be in 20 years and achieving zero waste to landfill in 25 years. Therefore, we have structured the following approach to focus on evaluating the feasibility of multiple recycling options (including the future use of the existing recycle center), as opposed to only and specifically developing designs to change the existing recycle center. For example, we have recently worked with the City of Tulsa to assist the City with implementing a new residential and recycling collection system that is expected to result in single-stream recycling processing services being available in the metropolitan area. Therefore, a scenario could evolve where the City of Owasso may have an interest to utilize a public-private partnership for recycling processing. Along these lines, we would recommend that the City not complete tasks typically associated with design and construction (e.g. geotechnical, surveys, soil evaluations, design) until the initial planning work is conducted. Rather, this scope of work could compare the feasibility of the City developing its own recycling facility to other viable options. Again, we would welcome the opportunity to discuss these issues with the City and to develop a specific scope of services.

Scope of Services

Task 1 - Project Initiation and Management

Initial Data Request and Review

Following receipt of the Notice to Proceed, SAIC will provide the City with a detailed preliminary data request that will encompass data needs for completing the study. The data request will itemize our needs for understanding the operational and financial considerations that must be addressed. The Request for Information (RFI) will primarily focus on data related to the City's on-going recycling programs and other solid waste programs. This task also includes organization and preliminary

analysis of all data received. We recognize that the City may not have all information requested readily available or may track information differently than requested. We will work with the appointed Project Manager to arrive at reasonable substitutes for the key data, if needed.

Establish a Project Task Force

Completion of a recycling master planning study requires input from multiple staff within the City. In order to get the best information possible and increase buy-in for the outcomes of this project, we recommend that the City establish a Project Task Force (PTF) to participate throughout the process. The PTF would ideally include 6 – 8 key representatives from diverse roles and levels of responsibility within the City. Based on experience applying this approach with other cities, it is our general recommendation that participants include:

- Solid Waste and/or Public Works Director
- Recycling Manager
- Financial Managers (Auditor or Finance Director)
- 1 – 2 City Council Commissioners (or their designee) (optional)¹
- 1 – 2 Additional key solid waste and recycling staff

The PTF would participate in the kick-off meeting, help facilitate data collection, provide feedback on preliminary findings, and provide support to our Project Team throughout the project. By involving a variety of individuals with a wide range of skills and responsibilities, a complete picture of the solid waste system can be developed more quickly. The diverse experience and concerns of the participants will help identify problem areas and contribute meaningful input to the solutions. Full participation from the PTF members should also be expected to increase buy-in and would speed implementation of the project findings.

Kick-off Meeting and Project Management

Prior to commencing the study, members of the Project Team would conduct a kick-off meeting with key City staff. At this kick-off meeting we would discuss the project work plan, key issues to be addressed, key findings from previous engagements as well as confirm the timing associated with the various project tasks.

We would discuss our initial data request (as previously described) that we would have provided to the City staff 7 to 14 days prior to the kick-off meeting. SAIC will provide the agenda and any handout materials at least two days in advance.

During the meeting, we will also identify primary contacts for our Project Team and the City and establish protocol for the exchange of information and the resolution of issues that arise in the normal

¹ Due to the important decisions that will need to be made during the course of this project, the City may consider having 1 - 2 City Council members directly involved in the project. This approach has worked effectively for other recent projects completed by SAIC. Participation of the City Council members (or their designee) will be at the complete option of the City.

Project Understanding, Scope of Services and Fee

course of this engagement. To ensure effective communication between Project Team members and the City throughout the course of this project, it is proposed that SAIC will:

- Schedule and participate in periodic conference calls as needed to discuss project matters (as identified in the specific tasks of this scope of work)
- Be available for other communication(s) as needed

Task 1 Deliverables

- Preliminary data request
- Electronic copies of the kick-off meeting agenda, handouts, and follow-up summary
- Participation of SAIC Project Manager and key technical staff in kick-off meeting

Task 2 - Current Recycling System Review and Assessment

Key to the development of a recycling master planning study is gaining a solid understanding of the current system and developing a baseline to which options to be evaluated can be compared. SAIC will conduct the following activities in order to develop the assessment of each service and program.

- Data review and analysis – SAIC will summarize data received from the City for each program (e.g., composition of recyclable materials, annual pounds per household of residential refuse and recyclables, and other similar data).
- Field observations and Interviews – Field observations allow us to obtain a true feel for the challenges faced, productivity levels achieved, successes, and areas needing improvement. SAIC will perform field observations at the processing facility and for collection operations. This analysis will include one-on-one interviews with key personnel. We will spend time in the field observing collection practices, which will include documenting staff practices as well as customer activity. We will also visit the existing recycle center to gain an understanding of its capabilities and limitations.

SAIC will establish a baseline of the operational and financial requirements for the current recycling program. A baseline of the existing system will assist SAIC evaluating the multiple options that will be considered in Task 3. Examples of issues to address for the collection system will include but not be limited to: pros/cons, annual operating expenses, customer fees, cost per household served, recycling quantities, public education and outreach and collection efficiency data.

For the existing recycling center, we would recommend that the initial review focus on the following efforts:

- Evaluate preliminary building layout based on the previous plan prepared by the City
- Determine the capacity of the existing recycle center with regard to population
- Project when the existing system will be undersized

- Review existing equipment
- Determine current and potential processing capabilities
- Estimate the ongoing operations and capital cost for the recycle center

Task 2 Deliverables

- Draft report section for the current system review and assessment

Task 3 - Facility Programming for the Existing Recycle Center and Potential New Location

SAIC will develop a facility programming statement for the facilities needed at the Recycle Center over time based on the evaluation of the current facility (as described in Task 2) and projected future needs for the City. SAIC will conduct a meeting with City staff to determine the future needs for the facility. Potential future use for the facility could include drop-off recycling for municipal solid waste, electronic waste, bulky items and brush. The City would like for the center to be regarded as a “recycling showcase” for the community and would have educational features, such as a class room. Processing capabilities at the facility would be limited to the use of a baler, and will not include sorting processes or equipment.

SAIC will collect data about the existing recycle center site and one alternative site designated by the City. Data to be collected will include site maps depicting topographic and planimetric features; site utilities (water, sewer, surface water, electrical) available at each site; existing geotechnical and soils information available from the City.²

SAIC will prepare conceptual level layouts for a new recycle area based on the facility program statement and the site information for each of the two sites. In addition, SAIC will prepare a 3D rendering of one of the two site arrangements that will facilitate discussion of the proposed facility improvements with stakeholders. SAIC will prepare planning level construction cost estimates, pros and cons assessment, and a narrative construction phasing plan for each of the two sites.

Task 3 Deliverables

- Draft report section describing the facility programming and cost estimates.
- The report section will also include conceptual layouts for the two sites and one rendering for one site.

² For the initial facility programming efforts, SAIC not conduct surveys or geotechnical and soil testing. We will advise the City regarding whether these types of tasks should be conducted in future phases.

Task 4 - Evaluate Alternative Residential Recycling Collection and Processing Options

Evaluate Collection and Processing Options

The City's RFQ identifies several processing and collection options that could be evaluated for the City. In this section, we have identified the primary options that we would recommend that the City consider. If requested, we can advise the City regarding the potential feasibility of each option in case there is an interest in refining the options to be considered.

SAIC will help Owasso understand the how residential recycling services could be provided in the future, based on the following collection options:

- Drop-off (status quo)
- Curb-sort
- Dual stream (collection vehicle has separate compartments for fiber and containers)
- Single stream (all material is placed into the collection vehicle together)

For each of these collection options, SAIC will collaborate with the City to determine preference on key alternatives such as container type (e.g carts, bins, bags), collection frequency (e.g. weekly, every other week) and participation requirements (e.g. optional, automatic enrollment, mandatory participation).

Regarding the processing of material, we will complete our analysis based on the following options based on a 20 year planning horizon:

- Expansion of the existing recycle center or new recycle center based on results from Task 3
- Use of multiple, smaller centers around the City
- Public-private partnerships for single and dual stream recycling processing

We will also review options for the City to consider regional alternatives based on the above options. SAIC will expect to provide the City with a comparative understanding of these options based on the following factors:

- Pros and cons
- Cost effectiveness of the proposed system (e.g. annual operating costs for collection and processing, customer fees and cost per household)
- Cost per ton of material recycled
- Recycling rate
- Types of material collected
- Contamination levels

- Disposal cost and cost avoidance (e.g. impact on the landfill)
- Value of commodities

SAIC will specifically evaluate the projected cost of service based on our proprietary Recycling Collection Model and MRF Model. We have successfully used these models on behalf of other clients to help them understand the potential cost of services and to evaluate collection and processing options. The collection model will provide an understanding of factors to included but not be limited to the following types of costs:

- Rolling Stock
- Labor
- Facilities (e.g. maintenance, building, parking, fueling, offices)
- Fuel
- Containers
- Maintenance

With regard to the MRF, the models will account for the following types of factors:

- Land acquisition
- Rolling Stock
- Labor
- Facilities (e.g. MRF, parking, offices)
- Equipment
- Disposal for residue

Based on the analyses completed in this task, SAIC will provide the City with an understanding of how the various options compare financially. To analyze costs associated with each of the recycling alternatives, SAIC will develop a financial model that will summarize the costs for each alternative in a format similar to the table shown on the following page.

Cost Comparison						
Potential Alternatives	Direct Recycling Costs			Impact on Other Operations		Total
	Collection	Transfer	Processing Costs + Revenue	Sanitation	Disposal	
<i>This will include a variety of collection and processing scenarios</i>						
Collection scenarios:						
▪ Curb-sort						
▪ Dual Stream						
▪ Single Stream						
Processing Scenarios:						
▪ Existing Recycle Center						
▪ Multiple, small recycling centers						
▪ Construction of a local MRF						
▪ Public-private Partnership						

Task 4 Deliverables

- Draft report section that evaluates recycling options (status quo, single stream and dual stream)
- Comparative table(s) regarding potential recycling options

Task 5 - Workshop with the Project Task Force and Develop Implementation Plan and Schedule

Workshop with the Project Task Force

It is envisioned that a working group meeting would be held to present the key findings and recommendations of from Tasks 1 - 4. The working group meetings will provide an opportunity to

present our findings and ensure buy-in for our recommendations. SAIC will develop power point presentations, handouts, and agendas, and other materials to use during the work session. Information and decisions made during these workshops will be key drivers for the implementation plan described below, as well as for recommendations that will be included in the draft and final reports.

Develop Implementation Plan and Schedule

During the workshop described above, SAIC will collaborate with the Project Task Force to evaluate each of the options being considered. Based on the preferred option, we will provide a planning level implementation plan that will describe the specific activities associated with implementing the preferred option. This will provide a prioritization and timing for each of the strategies. Based on the workshop, we will develop a recommended implementation plan and schedule that Owasso can use to implement the preferred option. This action plan will include roles, responsibilities, schedules, and costs.

Task 5 Deliverables

- Power point presentations, handouts, and agendas, and other materials to use during the work session
- Report section that summarizes the key activities to be accomplished in support of successfully implementing each strategy and option.

Task 6 - Public Education Strategies

The City recognizes the importance of developing a public education strategy that can serve as the basis that will be distributed to the City's solid waste and recycling customers. Since SAIC has assisted numerous other cities regarding their residential solid waste and recycling programs, we have a first-hand understanding of how cities can effectively communicate this message to their residents.

During this task, SAIC will review the City's existing public education program. Following the review of the existing program, we will discuss the City's needs for a public education strategy. During these discussions, SAIC will seek to understand and evaluate the following:

- Identify the targeted audience
- Determine the types of materials that could be provided as a part of the public education strategy
- Identify key messaging that should be included in the public education strategy
- Develop fundamental concepts and content that would be foundation for the public education strategy.

We could then develop a public education strategy that the City can implement. As a part of the effort to develop the strategy for the City, we can share how other cities have addressed similar situations, and provide recommendations for the City. In fact, several SAIC consultants are former local government public works/solid waste staff/directors, and have been responsible for similar strategy

developments. Furthermore, we have a library of public education materials utilized by other SAIC clients that we can share with City staff to provide ideas for effective communication so that the City

Task 6 Deliverables

- Report section that describes public education strategy examples (e.g. marketing collateral)

Task 7 - Work-Sessions and Presentations to the Public

Based on conversations with the City, SAIC understands that gaining input from City Council and the public is critical to the development of a Master Plan. With this in mind, we have included within our budget three meetings with the City Council and/or public. This could include any combination of meetings with the City Council (work session or formal meeting) or public. The timing of this particular task is flexible and we will work with the City throughout the project to determine the appropriate use and scheduling of the meetings described in this task.

It is envisioned that the meetings would be held to present the key findings and recommendations of completed tasks. The meetings will provide an opportunity to present our findings and ensure buy-in for our recommendations. SAIC will develop power point presentations, handouts, and agendas, and other materials to use during the work session.

Task 7 Deliverables

- Presentation(s) by the Project Manager, including the development of Power Point presentations

Task 8 - Report Preparation

SAIC will prepare a report summarizing our findings. The draft report will comprise all of the report sections that will be submitted during each task, as well as an executive summary. A draft report will be provided to the City for review and comment. Comments received from the City will be incorporated, as appropriate, and a Final Report will be delivered.

Task 8 Deliverables

- Draft report – submittal of one PDF and printed copies
- Final report – submittal of one PDF and printed copies

Fees

The table shows the total fees, inclusive of professional services and out-of-pocket expenses.

Task	Cost
Task 1 - Project Initiation and Management	\$5,700
Task 2 - Current Recycling System Review and Assessment	\$8,300
Task 3 - Facility Programming for the Existing Recycle Center and Potential New Location	\$29,400
Task 4 - Evaluate Alternative Residential Recycling Collection and Processing Options	\$23,700
Task 5 - Workshop with the Project Task Force and Develop Implementation Plan and Schedule	\$6,000
Task 6 - Public Education Strategies	\$5,700
Task 7 - Work-Sessions and Presentations to the Public	\$11,600
Task 8 - Report Preparation	\$9,000
Total	\$99,400
