



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY**

Agenda Date: 11/10/2005

Agenda Placement: 5B

Napa-Vallejo Waste Management Authority Board Agenda Letter

TO: Board of Directors
FROM: Jill Pahl for Trent Cave - Director
Napa-Vallejo Waste Management Authority
REPORT BY: Jill Pahl, Acting Director , 253-4410
SUBJECT: Brown, Vence & Associates Agreement and Budget Transfer

RECOMMENDATION

BROWN, VENCE & ASSOCIATES AGREEMENT AND BUDGET TRANSFER

REQUESTED ACTION: Approval and authorization for the Chair to sign the following:

1. Authority Agreement #05-16 with Brown, Vence & Associates to provide procurement and engineering assistance related to both the short and long term planning for the Devlin Road Transfer Station for \$109,348; and
2. A budget transfer in the amount of \$109,348 to reflect the approval of Agreement #05-16.

EXECUTIVE SUMMARY

Approval of this agreement and associated budget transfer will continue the process towards the development of a expansion of Devlin Road Transfer Station to maximize C&D diversion and improve overall operations.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Operating Revenues
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	To follow the Board direction concerning the short and long range planning for the DRTS.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	Advancement of the Board's planning direction will not occur.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

At the Authority Board last meeting BVA report on the results of their study of Construction and Demolition Debris Diversion and Strategic Plan. Based on the discussion of the Board at that time input from staff and an ad hoc advisory committee to the manager representing the various member agencies, BVA has developed a scope of work including the following tasks, and budget .

Task 1A – Conceptual Design & Costing of DRTS Traffic Flow Improvements (short-term plan)

BVA will prepare a conceptual level master site plan for traffic flow improvements at the DRTS. As discussed in our Final Report accepted by the Authority's Board of Directors at the October 6, 2005 meeting, we anticipate the design to provide a separation of the commercial haulers (non-cash customers) from the self-haul vehicles including installation of a separate scale system. The plan will include the traffic circulation and maneuvering patterns anticipated at the expanded site as well as the existing transfer station and proposed C&D processing building envelopes. BVA will investigate the feasibility of installing an automated scale system using vehicle ID tags and gates to allow operation without a scalehouse or scalehouse operator. The traffic flow conceptual design will include consideration of the future enclosed C&D facility as well as a potential connection road to the City of Napa's MRF. To develop the site plan, BVA will retain a "wetlands specialist" to investigate the possibility of utilizing undeveloped area between the DRTS and the City's MRF.

Task 1B – Develop Integrated Conceptual Site Plan (long-term plan)

BVA will develop an integrated site plan for the existing three areas: 1) existing DRTS, 2) existing City MRF , and 3) connecting undeveloped area between the DRTS and MRF. The integrated conceptual site plan will focus on operating in a "serial MRF" mode, utilizing an approach to most efficiently and effectively divert as much material from landfill as possible and allow transfer of non-recoverable solid waste. The plan will take into consideration the most efficient traffic flow patterns and required scalehouse operations.

Task 2 – Prepare Cost Estimate for Public Operations

BVA will prepare a cost estimate for public operations of the DRTS. BVA will use information gathered from the current operator of the DRTS and supplement it with information we have gathered from previous cost estimates and financial reviews of other similar facilities and wage and benefit information supplied by the Cities and the County. The operations cost will include labor, benefits, equipment maintenance, fuel, utilities, facilities maintenance, general and administrative (G&A), equipment replacement fund and legal (as necessary). This information will be useful as a benchmark for both the negotiations with Allied and the competitive procurement, if used.

Task 3 – Prepare Work Scope, Agreement & Forms for Procurement

BVA will prepare drafts of a work scope, agreement and the necessary cost information and guarantee forms for use in negotiations with Allied. This information will be developed so that it could also be used in a separate competitive procurement process if negotiations with Allied are unsuccessful. The work scope will cover operations and diversion from the DRTS and the associated C&D Facility. It will also address the disposal of residual waste from the DRTS. The agreement will be developed so that it could be split between: 1) transfer operations and transport and 2) disposal. We will also develop forms which can be used as attachments (or modified as appropriate) to the final agreement. These forms will include all guarantees and cost proposal information. BVA will rely on the Authority and its legal staff for review and final acceptance of the information and documentation. The scope of work, agreement and forms will be developed in a format for ease of integration into a Request for Proposals (RFP), if necessary.

Task 4 – Negotiation Assistance with Allied Waste Industries

BVA will assist the Authority in negotiation sessions with Allied regarding details of a potential contract renewal for operations of the DRTS and disposal. BVA has budgeted up to four (4) separate half-day negotiation sessions with Allied as well as one initial meeting with the Authority to discuss deal points. These negotiations are not intended to result in a formal, signed agreement; however these negotiations will allow the Authority to better understand Allied's terms to make the decision whether to sole source operations of the DRTS and/or disposal or to continue towards a competitive procurement process.

Task 5 – Conduct Informal Discussions with Operators & Disposal Sites

BVA will assist the Authority in informal discussions with potential transfer station operators, as well as disposal sites to gain insight into the interest, available disposal capacity, rough pricing, and potential diversion that may be offered through a procurement process.

Task 6 – Reports and recommendations

BVA will prepare both a draft and final report incorporating our findings and recommendations. We will first prepare and issue a draft report to the Authority for review. All appropriate comments will be reviewed by BVA and integrated into the Final Report. The Final Report will include recommendations and an action plan.

Task 7 – Meetings and Board Presentations

BVA will attend up to three monthly Authority Board meetings to discuss and present the Final Report to the Authority Board. We will also meet with staff as needed during the project period.

Task 8 – Contingency

As work progresses, there may be additional tasks associated with this project that the Authority staff needs to be completed. This task will allow Authority staff to assign these tasks to BVA. Budget from this task will only be allocated to BVA upon written approval by the Manager.

Budget

BVA will complete the tasks described above on a time and materials basis for a not-to-exceed total fee of \$109,348. An estimated breakdown by task is included below:

Task 1A – Conceptual Design & Costing	\$19,949
Task 1B – Integrated Site Plan	\$13,839
Task 2 – Public Operations Cost Estimate	\$ 7,017
Task 3 – Work Scope, Agreement & Forms	\$19,913
Task 4 – Allied Negotiations	\$10,810
Task 5 – Operator/Disposal Site Discussions	\$ 8,479
Task 6 – Report and Recommendations	\$ 7,709
Task 7 – Meetings & Board Presentation	<u>\$11,691</u>

Subtotal	\$99,407
Task 8 – Contingency (10%)	\$9,941
Total	\$109,348

SUPPORTING DOCUMENTS

A . BVA Budget Transfer

Manager: Approve
Reviewed By: Jill Pahl