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DEPARTMENT OF  
PUBLIC WORKS  
  
OFFICE OF THE DIRECTOR

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CALIFORNIA

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January 5, 1988

Transportation and Community Development/  
Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Solid Waste Transfer Station Consultant Proposed Scope of Services

SUMMARY

This report transmits to the joint Transportation and Community Development/Budget and Finance Committee the proposed Scope of Services for the consultant selected to proceed with the solid waste transfer station siting environmental review and design. This report also recommends that the City Manager be authorized to negotiate and execute a contract for professional services with Black and Veatch.

BACKGROUND

On November 17, 1987, the Transportation and Community Development /Budget and Finance Committees heard a staff report requesting approval to select a Solid Waste Transfer Station Design Consultant. The joint Committees directed staff to return with the specific Scope of Services the consultant would be required to perform. Attached hereto as Exhibit A is the requested Scope of Services as proposed by the Solid Waste Division.

In consonance with the joint Committees' February 3, 1987 endorsement and a February 17, 1987 City Council directive, staff would proceed with the selection of a consultant to conduct an environmental assessment and site analysis for design and construction of a solid waste transfer station considering, among other things:

- a. A site evaluation of all reasonable government and privately owned sites within the City;
- b. A site in the vicinity of the Richards Blvd. industrial area;

- c. Eliminate from any consideration the City-owned property at 28th and A Streets.

The Department of Public Works has pursued a consultant selection process to identify a consultant that could continue the transfer station project work. A Consultant Selection Committee was organized to screen the candidates. The Committee consisted of:

Reginald Young, Deputy Director of Public Works  
John Boss, Solid Waste Division Manager  
Ken Nishimoto, Budget Officer  
Tokua Masuda, Principal Planner  
Dennis Kerton, Chief of County Public Works, Solid Waste Division

The Consultant Selection Committee reviewed the Statements of Qualifications and identified three (3) firms as the most qualified. A request for Proposal (RFP) was sent to each of these three (3) firms. Proposals were received on September 24, 1987, and formal interviews were conducted on October 1, 1987. The Selection Committee reviewed the proposals in detail and conducted the interviews.

Based on the work of the Selection Committee, the Department is prepared to recommend Black and Veatch to do the work. If contract negotiations with Black and Veatch are not successful, Brown and Caldwell would be the next choice.

#### FINANCIAL

The City's approved Capital Improvement Program includes funds for the transfer station project. The Department of Public Works estimates that \$600,000 will be required for the consulting services. The proposed contract is phased such that there are Pre-Design activities and Design Activities. The Pre-Design services shall cost approximately \$150,000 and could result in a no-design decision. A decision to design a Transfer Station would require an expenditure of an additional \$450,000 for Design Services.

#### RECOMMENDATION

It is recommended that the combined Committees approve the attached Resolution which authorizes the City Manager to negotiate and execute an agreement up to \$600,000 with Black and Veatch (or Brown and Caldwell if negotiations with Black

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and Veatch are not successful) for professional services related to the siting, environmental review, design, and construction of a solid waste transfer station, and forward this report to the full City Council for final adoption.

Respectfully submitted,

*Ronald Young*  
RONALD YOUNG  
Deputy Director of Public Works

RECOMMENDATION APPROVED:

*Solon Wisham, Jr.*  
SOLO WISHAM, JR. *for*  
Assistant City Manager

APPROVED:

*M. H. Johnson*  
MELVIN H. JOHNSON  
Director of Public Works

January 5, 1988  
All Districts

Exhibit (A) Scope of Professional Services City of Sacramento Solid Waste Transfer Station

## RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AUTHORIZING THE CITY MANAGER TO  
NEGOTIATE AND EXECUTE AN AGREEMENT WITH BLACK  
AND VEATCH FOR PROFESSIONAL SERVICES RELATED  
TO SITING, ENVIRONMENTAL REVIEW, AND DESIGN OF  
A SOLID WASTE TRANSFER STATION  
(PROJECT NO. YA11)

WHEREAS, this Council has previously endorsed the construction of a Solid Waste Transfer Station and directed staff to proceed with environmental assessment and site analysis (Resolution No. 87-110) and the Department of Public Works has completed a formal consultant selection process; and

WHEREAS, the environmental assessment and site analysis will constitute Phase I of the two phases of this project and Phase II (design and construction) will not begin until Phase I is presented to the Council for review and approval;

NOW THEREFORE BE IT RESOLVED THAT the City Manager is authorized to negotiate and execute an agreement for professional services related to a solid waste transfer station with Black and Veatch (or Brown and Caldwell if negotiations with Black and Veatch are not successful) in an amount not to exceed \$600,000.

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MAYOR

ATTEST:

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CITY CLERK

**SCOPE OF  
PROFESSIONAL SERVICES  
CITY OF SACRAMENTO SOLID WASTE TRANSPORT**

**A. PROJECT MANAGEMENT**

1. **Project Team.** Consultant shall accomplish the services described herein with the project team identified in the Technical Proposal by Black and Veatch submitted to the City on September 23, 1987. The Project Manager, other key staff, and subconsultants will not be changed without the approval of the City. Minor subconsultants not yet identified must be approved by the City prior to their beginning any work.
2. **Progress Review Meetings.** Meetings will be held at least monthly. They will be attended at least by City staff and Consultant's project manager and key team leaders. Consultant will prepare and distribute a conference memorandum describing the items discussed at each meeting.
3. **Schedule.** Prepare a project CPM schedule that will establish the work items, time requirements and responsible firm for each task and project deliverable. Revise the schedule as necessary and submit to City for review and approval.
4. **Progress Billings.** Invoices shall be submitted monthly with detailed backup showing the number of hours charged by individuals. Included will be a brief statement of the work performed and the tasks involved.
5. **Public Participation Program.** Identify the target groups such as neighborhood areas, City departments and divisions, other government agencies, and special interest groups that may be interested in this project. Prepare a contact list with names, mailing addresses, and telephone numbers. Update this list occasionally as the project progresses. Make a list of the required public meetings and hearings. Make another list of advisable public workshops, public meetings, and interagency coordination meetings. Identify the stages of the project when different target groups should be most heavily involved. Develop a project newsletter and submit photo-ready copy to City for distribution. Assure that elements of the Public participation Program are included in the project schedule. Arrange for two site visits to currently operational transfer stations. These visits may be attended by City staff and other interested parties. Consultant will only be responsible for his own travel expenses and not expenses of others. Prepare a set of color slides of transfer stations in operation in other cities for use in public meetings. Also, prepare a booklet of color prints of the same photos.
6. **Scope Review.** Review the scope of work and consider need for renegotiation after:
  - Completion of Task B and City selection of candidate projects for EIR
  - Completion of Task C and City approval of a project for design

**B. DIRECT HAUL ANALYSIS AND CONCEPTUAL DESIGN ALTERNATIVES**

1. **Literature Review.** Conduct a review of reports already prepared relating to the City's solid waste collection and disposal.
2. **Existing Data Collection.** Assemble and update (only where necessary) data that will be required regardless of the specific site and project selected by the City. This will include:
  - Collection centroid (current, 10 yr., 20 yr.)
  - Waste stream characterization and projections
  - Non-site specific operating requirements and design criteria.
3. **Direct Haul Analysis.** Define the direct haul option. Prepare a detailed cost estimate for direct haul. Analyze the impacts with respect to traffic, energy, air pollution, noise, socioeconomics, and environmental health. Present the information developed in a Direct Haul Analysis Report. Provide 10 copies of a draft report for City staff review and 50 copies of the final report.
4. **Transfer Station Technology Review.** Review current available technology for transfer stations. In a technical memorandum, recommend to the City which type to use in the event that a transfer station project is approved.
5. **Conceptual Design Alternates.** Prepare a rough conceptual design, site map and brief project description on the following alternatives (much of this information is already available):

**Transfer Station Only (Dispatch/Maintenance remains at 28th Street)**

- a. Richards Boulevard
- b. Bannon Street
- c. 28th Street Landfill
- d. County transfer station expansion
- e. North area satellite transfer station with direct haul from south area
- f. North area satellite transfer station with direct haul to County transfer station (as is) from south area

**Combined Transfer Station and Dispatch/Maintenance Facility**

- g. Bannon Street
- h. Granite gravel quarry
- i. Intersection of Fruitridge and Florin Perkins

6. **Cost Estimate.** Prepare rough order of magnitude cost estimates on each of the alternatives described above. Include estimates for property acquisition (to be provided by City Public Works Department, Right of Way Engineering), construction cost, and operating cost (of transfer station, transfer trailer haul, and collection cost differential from direct haul).
7. **Non-economical Factors.** Briefly outline the non-economic pros and cons for each alternative.

8. **Report.** Present the information developed in items 4, 5, and 6 above in a Report of Conceptual Design Alternatives for Solid Waste Transport to Sacramento County Landfill. The report shall include site maps for each alternative showing approximate locations of structures on the site, traffic access, onsite traffic patterns, adjacent land uses, zoning, and surface water drainage. Also include elevation views of major structures with respect to adjacent lands. Give some preliminary consideration to aesthetics including architectural treatment of structures and landscape architecture and site grading. Provide 10 copies of a draft report for City staff review and 50 copies of the final report.

### C. ENVIRONMENTAL REVIEW

This phase will not begin until the City has approved the report for Task B and selected candidate projects for environmental review.

At this time, assume that two candidate projects and the no project alternative will be selected for complete environmental and economic review. The other potential projects will be considered as alternatives in the environmental impact report (EIR). The assumed candidate projects are:

- A transfer station and maintenance/dispatch center in the Bannon Street/Richards Blvd. area.
  - A transfer station and maintenance/dispatch center at the Granite gravel quarry site or at the intersection of Fruitridge and Florin Perkins.
  - No Project (direct haul to County landfill).
1. **Initial Study and NOP.** Draft an Initial Study and prepare Notice of Preparation (NOP). Distribute the NOP and assist City staff at an estimated eight public scoping meetings including neighborhood meetings, and meetings of the Transportation and Community Development (T&CD) Committee, City/County Solid Waste Advisory Committee (SWAC). Summarize each meeting in a memorandum for distribution and comment by City staff and meeting participants. Prepare and submit to City staff for approval a scoping report identifying the issues to be addressed in an EIR as a result of the Initial Study, public meetings, and written comments received.
  2. **Administrative EIR.** Complete the Initial Study. Prepare traffic and other technical reports which will be incorporated in the EIR. Submit draft technical reports to the City for review and approval. Assist City staff at public meetings as necessary. Determine regulatory requirements, City environmental review and project approval process, necessary permits and consistency findings. Incorporate these in the detailed project schedule. Obtain permit applications. Prepare Administrative Draft EIR (ADEIR) in conformance with the California Environmental Quality Act (CEQA) and applicable guidelines and submit 10 copies of the ADEIR to City staff for review. Issues to be addressed include land use, traffic, noise, site geology and seismicity, hydrology and water quality, air quality and odors, energy, aesthetics (including landscaping, grading, and architectural treatment of buildings), environmental health, utilities and services, socioeconomics, cultural resources, growth inducement, and cumulative impacts.
  3. **Draft EIR.** Revise the Administrative Draft EIR to incorporate City staff comments. After City approval, publish and distribute Draft EIR. 200 copies of the Draft EIR will be printed and mailed by the consultant.
  4. **Meetings on Draft EIR.** During the public review period, assist City staff at eight public meetings including neighborhood workshops and public hearings of the Planning Commission and T & CD Committee, City/County SWAC.
  5. **Administrative Final EIR.** Receive and prepare responses to written and oral comments on Draft EIR and prepare Administrative Final EIR and submit to City for review.

6. Final EIR. Incorporate City staff comments, publish and distributes Final EIR. 150 copies of the Final EIR will be printed and mailed by the consultant.
7. Meetings on Final EIR. Assist City staff at an estimated four meetings on the Final EIR.
8. Response to Comments. Assist City staff with preparing a staff report on the final EIR for submittal to the City Council.

**D. PERMIT PROCUREMENT AND PLAN CONSISTENCY**

1. Applications. Prepare draft permit applications and requests for plan consistency for the requirements identified in the regulatory review. These will probably include:
  - General Plan consistency finding (a general plan amendment will be required)
  - County Solid Waste Management Plan consistency finding
  - Operating permit from the Local Enforcement Agency and California Waste Management Board
  - Industrial sewer use permit
  - Building Department review
  - Air Quality permit
2. Meetings. Assist City staff at an estimated three agency meetings related to permits.

**E. DESIGN**

This phase will not begin until completion of Task C and City approval of a project for design.

1. Project Description and Design Criteria. Prepare a detailed project description and list of design criteria for approval by the City (including transfer trailers and aesthetic considerations of transfer station site).
2. Preliminary Design. Prepare site and building layout plans and conceptual operations plans for City review. Prepare a technical memorandum addressing key design decisions that must be made by the City. Conduct geotechnical design investigations and topographic and boundary surveys as necessary.
3. Final Design. Prepare contract plans and specifications (including specifications for transfer trailers). Submit a 50% design package for City review. Incorporate City comments and prepare a 90% design package for City review. Incorporate comments, prepare and submit a Final Design Package which must include:
  - a. Biddable contract plans and specifications.
  - b. Detailed engineer's cost estimate.
  - c. Cost loaded construction schedule and estimate of working days.
  - d. List of required contractor submittals with cross reference to Special Provisions section.
  - e. List of required equipment performance tests with cross reference to Special Provisions section.
  - f. Rough draft operations and maintenance manual.
4. Preconstruction Services. Assist City staff with advertising for bids, identifying potential bidders, answering bidder inquiries, preparing addenda if necessary, reviewing bids received and making recommendation to award.



**F. DESIGNER SERVICES DURING CONSTRUCTION**

1. Review contract submittals and shop drawings and recommend acceptance or identify deficiencies.
2. Review and comment on proposed change orders, Assist City staff in preparing change orders when required.
3. Interpret contract documents for designer intent when requested.
4. Review and comment on contractor schedules.
5. Conduct occasional site inspections and assist with Final Inspection.
6. Make written recommendation for acceptance of construction contract as complete.
7. Prepare an Operations and Maintenance Manual.

**G. DESIGNER SERVICES DURING START-UP**

Assist City staff with start-up and employee training as requested. This service will not be included in the basic scope of work, but will be negotiated as an additional "out of scope" service at a later time.

**MAJOR PROJECT DELIVERABLES**

Public Participation Program Items  
Technical Memorandum on Transfer Station Technology Review  
Direct Haul Analysis Report  
Report of Conceptual Design Alternatives for Solid Waste Transport  
EIR Scoping Report  
NOP and Initial Study  
Draft Permit Applications  
Technical Reports  
Draft EIR  
Final EIR  
Project Description and Design Criteria  
Preliminary Design Submittal and Technical Memoranda as Required  
50% Design Submittal and Technical Memoranda as Required  
90% Design Submittal  
Final Design Package  
Operation and Maintenance Manual  
Letter of Recommendation to Accept Construction Contract as Complete