

MEMORANDUM

TO: Executive Board
FROM: Dan Goossen, Sarah Reeves
DATE: August 19, 2019
RE: RFP No. 20180614 Business Analysis and Facility Design Services Contract Award
Request

On June 14, 2019, staff issued RFP No. 20180614 Business Analysis and Facility Design Services to provide design services for the organics diversion facility expansion, and conduct an analysis of options including transfer and/or depackaging services for the surplus food waste tonnages expected to reach the Organics Diversion Facility starting in 2020.

The scope of services in the RFP included the following:

- Process and Operation Design for optimization of the compost windrow program,
- Initial design, cost estimate, and business analysis to support food waste transfer
- Initial design, cost estimates, and business analysis of an on-site depackaging operation

Three firms were present at the Pre-Proposal Conference. Two of those firms, SCS Engineers and Coker Composting & Consulting combined efforts to create a single proposal submission. The other firm present opted not to submit a proposal.

SCS is a highly reputable national solid waste firm with local offices in New York, Rhode Island and Massachusetts. They were contracted by the District in 2015 to carry out that year's waste composition study. Coker Composting & Consulting has coordinated extensively with District, most recently as the chosen contractor to analyze the existing operation and explore expansion options during 2018. His knowledge of our operation and existing body of analyses will be available to SCS and will form the basis of the upcoming work.

The scope of this project is to retain outside expertise to develop refined cost estimates for facility expansion and cost/benefit analyses for the two options identified in CSWD's 2019 grant proposal to the Agency of Natural Resources regarding processing and transfer of surplus food waste tonnages. The goal of the analysis is to provide the Board with enough information to allow a final decision on facility expansion and optimization; staff and the consultant will present the data and analysis to the

Board no later than January 2020. A decision by the Board at that time will allow for permitting obligations and site work to commence early in the 2020 construction season, before food waste tonnages overwhelm the current facility and in time to take advantage of the \$500,000, 40% matching grant from ANR. The proposed workplan from SCS/Coker includes the following tasks:

1. Process and Operational Design
 - a. Site Plan for proposed processing options
 - b. Material Mass Balance
 - c. Process Design
 - d. Water Procurement and Storage Options
2. Business Analysis and Business Plan
 - a. Cost-Benefit Analysis for Each Option
 - b. Depackaging Analysis
 - i. Analyze demand for depackaging services, slurried food waste, examine other processing options potentially already available
 - c. Business Plan for Each Option
 - i. Projected Revenues
 - ii. Projected Expenses
 - iii. Assumed Cost/Revenue per Ton
 - iv. Required Revenue Adjustments/District Subsidies Assumed

The proposed cost of item 1 is \$26,000 and is available for a potential 40% reimbursement from the VT ANR Grant and the proposed cost of item 2 is \$43,000 (See the attached sheet for a breakdown of the \$69,000 in estimated costs related to the proposal).

The staff evaluation committee is supportive of the proposal received by SCS Engineers and Coker Composting & Consulting and requests the Executive Board of Commissioners grant authorization to enter into a contract not to exceed \$69,000.

Be it resolved that the Executive Board of Commissioners authorizes the Executive Director to enter into a contract for business analysis and facility design services with SCS Engineers of Suffern, New York for a term commencing no later than September 25, 2019 and ending no later than June 30, 2020, with a contract value not to exceed \$69,000.

SCS/Coker Composting & Consulting Proposed Cost Estimates:

Process and Operational Design	
Background Information	\$4,000
Mass Balance and Site Plan	\$12,000
Process Design Details	\$6,000
Water Procurement and Storage	\$4,000
Total	\$26,000

Business Analysis and Business Plan	
Cost-Benefit Analysis	\$15,600
Depackaging Analysis	\$8,000
Business Plan	\$19,400
Total	\$43,000

Total Process and Design	\$26,000
40% reimbursement via grant	\$10,400
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Remainder paid via budgeted ODF Capital Project	\$15,600

Total Business Analysis/Plan	\$43,000
Amount eligible for reimbursement via grant	\$0
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Remainder paid via Admin Consulting Budget	\$43,000

Total Cost to District for
this phase of the project: \$58,600