

EXHIBIT 1 SCOPE OF WORK

BACKGROUND

The County of San Bernardino Department of Public Works – Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system which consists of five regional landfills and nine transfer stations. SWMD holds solid waste disposal agreements with several San Bernardino County cities and other parties. SWMD contract with a vendor to assist in the day-to-day operations of the landfills and transfer stations.

SWMD also administers the County's solid waste handling franchise program and the refuse collection permit program which authorizes and regulates trash collection by private haulers in the unincorporated areas. The County of San Bernardino contracts with the haulers to provide solid waste collection service in its 20 County Franchise Areas ("CFAs"). The contracts extend annually so that there are always eight years remaining on the term. Either party may terminate the agreement and allow the eight-year remaining term to expire.

SCOPE

HF&H Consultants, LLC (HF&H) shall provide ongoing solid waste consulting services as it relates to sustaining current and long-term disposal system operations. The range of services to provide may include, but are not limited to, the following categories: financial analysis, advice and support for the County's disposal system, periodic updates of long-range financial projections, conducting tonnage audits, general support related to the County's Waste Disposal Agreements (WDAs), financial advisory review, analysis of impacts of legislation/regulations on the waste disposal system, and other support that assists the County in its operation of the disposal system.

SWMD shall request that HF&H Consultants, LLC complete tasks within this scope on an as-needed basis, over a five-year period through June 30, 2025.

TASKS

Anticipated tasks may include, but are not limited to, the following. Task scopes may be expanded, reduced or eliminated to accommodate SWMD needs within the proposed budget as approved by the Deputy Director of SWMD.

- Task A: Annual calculation and rate schedule development for collection services provided in unincorporated areas
- Task B: Audits of disposal tonnage, billings, fees and other related areas
- Task C: WDA extension negotiations assistance
- Task D: Analysis and support related to the WDAs, collection agreements and the system operations agreement

- Task E: Financial advisory analysis and support
- Task F: Disposal system analysis, gate fee evaluation
- Task G: Meetings, briefings, and implementation issues
- Task H: Reports on analysis, findings, and recommendations
- Task I: Franchise Agreement negotiations to comply with AB 1826 and SB 1383
- Task J: Develop a plan to assist the County in complying with SB 1383
- Task K: Other solid waste analyses

**EXHIBIT 2
COST PROPOSAL**

GENERAL

This is a fixed ceiling, time and materials contract between the County of San Bernardino and HF&H Consultants, LLC for Solid Waste Consulting Services as provided in Exhibit 1, Scope of Work. The County of San Bernardino Solid Waste Management Division (SWMD) may request HF&H to perform consulting services described in this Scope of Work through June 30, 2025, up to a time and materials budget of \$875,000. SWMD and HF&H shall discuss and confirm in writing the scope of individual tasks based on SWMD needs and available budget.

The total not to exceed compensation has been broken down into individual tasks. Each task may require more or less effort than initially estimated. The amount allocated for each task may be transferred among tasks, with the total time and materials budget expended on all tasks limited to the five-year \$875,000 total compensation.

BUDGET ESTIMATE

The estimated budget to perform the scope of services is shown in the table below. Costs may be shifted among tasks to meet the objectives of SWMD:

Task A: Annual calculation and rate schedule development for collection services provided in unincorporated areas	\$150,000
Task B: Audits of disposal tonnage, billings, fees and other related areas	\$55,000
Task C: WDA extension negotiations assistance	\$50,000
Task D: Analysis and support related to the WDAs, collection agreements and the system operations agreement	\$30,000
Task E: Financial advisory analysis and support	\$50,000
Task F: Disposal system analysis, gate fee evaluation	\$75,000
Task G: Meetings, briefings, and implementation issues	\$25,000
Task H: Reports on analysis, findings, and recommendations	\$30,000
Task I: Franchise Agreement negotiations to comply with AB 1826 and SB 1383	\$180,000
Task J: Develop a plan to assist the County in complying with SB 1383	\$200,000
Task K: Other solid waste analyses	<u>\$30,000</u>
Total Budget for All Tasks	\$875,000

Time and Materials

Hourly rates for professional and administrative personnel through December 31, 2020 are listed below, and will adjust by 2.5% each January 1 thereafter. HF&H will bill the County once per month based on the number of hours worked and expenses incurred. Payment is due within 60 days of invoicing.

<u>Position</u>	<u>Rate</u>
President/Senior Vice President	\$295-\$299
Vice President	\$275
Senior Project Manager	\$265
Manager	\$229-\$249
Senior Associate	\$179-\$219
Associate Analyst	\$155-\$175
Assistant Analyst	\$139
Administrative Staff	\$99-109
Intern Consultant	\$45

Expenses will be billed as follows:

Mileage	Prevailing IRS mileage rate
Document Reproduction (over 20 page run)	\$0.15 per page (black & white)
	\$0.75 per page (color)
Outside document reproduction/couriers/postage	Actual
Facsimile	No charge
Telephone	No charge
Public conveyances and parking	Actual
Overnight mail and couriers, postage	Actual
All other out-of-pocket expenses	Actual