

# CITY OF PALM DESERT

## SOLID WASTE RECYCLING AND ORGANICS

### CONSULTING SERVICES BEST AND FINAL FEE PROPOSAL

We will perform the scope of work based on time and materials, not to exceed \$115,000 for the first contract year, with a \$30,000 contingency proposed for Task E if the City is contacted by their JACE representative for a compliance review. The annual base service cost will adjust by four percent (4%) and are estimated in the table below for the noted Term in the RFP. Additionally, we will annually work with the City to confirm any potential additional tasks, such as Optional Task F, that may require additional budget considerations. The work plan on the following page itemizes hours by task and staff classification for one year. Hours may be shifted among tasks to achieve the City's goals for the requested services.

**Figure 1. Annual Base Service Cost**

Total Fee Estimate for CY 2025 - 2029			
Contract Year	Base Service Cost	Task E Contingency (JACE Compliance Review)	Cost for Year if Task E is Completed
Year 1 - 2025	\$ 115,000	\$ 30,000	\$ 145,000
Year 2 - 2026	\$ 119,600	\$ 31,200	\$ 150,800
Year 3 - 2027	\$ 124,384	\$ 32,448	\$ 156,832
<b>3 Year Total</b>	<b>\$ 358,984</b>	<b>N/A</b>	<b>N/A</b>
Optional Years			
Year 4 - 2028	\$ 129,359	\$ 33,746	\$ 163,105
Year 5 - 2029	\$ 134,533	\$ 35,096	\$ 169,629

### Professional Fees

Hourly rates for professional and administrative personnel through December 31, 2025 are listed below, and will adjust by four percent (4%) each January 1 thereafter:

<u>Position</u>	<u>Hourly Rate</u>
Executive	\$329 - \$365
Senior Project Manager	\$299 - \$320
Project Manager	\$265 - \$295
Senior Associate	\$220 - \$260
Associate Analyst	\$195 - \$210
Assistant Analyst	\$165 - \$185
Administrative Staff	\$125 - \$160

### Direct Expenses

Standard charges for common direct expenses are as follows:

Automobile Travel	Prevailing IRS mileage rate
Telephone	No charge
Public Conveyances	Actual
Outside Reproduction	Actual
Postage, Overnight Mail, Couriers	Actual
Other out-of-pocket expenses	Actual

Figure 2. Schedule of Hourly Billing Rates and Expenses

TASK	DESCRIPTION	Sr. Vice President	Sr. Project Manager	Senior Associate	Associate Analyst	Assistant Analyst	Total Hours/ Fees <sup>(1)</sup>
<b>Project Kick-Off Meeting</b>							
		2	4	0	6	0	12
		\$ 720	\$ 1,220	\$ -	\$ 1,170	\$ -	\$ 3,110
<b>Task A: CalRecycle Support</b>							
	A.1 CalRecycle Liaison Support	2	8	0	10	2	22
	A.2 Prepare CalRecycle Reports	2	8	0	16	2	28
	A.3 SB 1383 Requirements Support	2	6	0	16	2	26
	<b>Task A Hours</b>	6	22	0	42	6	76
	<b>Task A Fees</b>	\$ 2,160	\$ 6,710	\$ -	\$ 8,190	\$ 1,020	\$ 18,080
<b>Task B: Administration of City's Solid Waste Franchise Agreement</b>							
	B.1 Maintain a List of Contract Requirements and Due Dates	2	4	0	8	0	14
	B.2 Facilitate Meetings with City and Hauler	8	24	4	30	0	66
	B.3 Prepare Monthly Reports	0	12	4	20	12	48
	B.4 Review Hauler Reports	0	6	12	12	0	30
	B.5 Review Waste Evaluation and Contamination Monitoring Records	0	4	4	0	6	14
	B.6 Review Rate Adjustment Requests	6	6	6	4	6	28
	B.7 Assist with Contract Amendments, as Requested by City	6	8	0	12	12	38
	<b>Task B Hours</b>	22	64	30	86	36	238
	<b>Task B Fees</b>	\$ 7,920	\$ 19,520	\$ 6,750	\$ 16,770	\$ 6,120	\$ 57,080
<b>Task C: SB 1383 Technical Assistance</b>							
	<b>Task C Hours</b>	2	12	8	28	12	62
	<b>Task C Fees</b>	\$ 720	\$ 3,660	\$ 1,800	\$ 5,460	\$ 2,040	\$ 13,680
<b>Task D: Other Duties Assigned by City</b>							
	D.1 Research and Evaluate Solid Waste, Recycling, and Organics Programs	2	4	6	2	10	24
	D.2 Evaluate Program Implementation	2	8	4	16	8	38
	D.3 Assist with Drafting Ordinances	2	8	4	16	8	38
	<b>Task D Hours</b>	6	20	14	34	26	100
	<b>Task D Fees</b>	\$ 2,160	\$ 6,100	\$ 3,150	\$ 6,630	\$ 4,420	\$ 22,460
<b>Total Hours</b>		<b>38</b>	<b>122</b>	<b>52</b>	<b>196</b>	<b>80</b>	<b>488</b>
<b>Hourly Rates</b>		<b>\$ 360</b>	<b>\$ 305</b>	<b>\$ 225</b>	<b>\$ 195</b>	<b>\$ 170</b>	
<b>Total Fees</b>		<b>\$ 13,680</b>	<b>\$ 37,210</b>	<b>\$ 11,700</b>	<b>\$ 38,220</b>	<b>\$ 13,600</b>	<b>\$ 114,410</b>
<b>Expenses</b>							<b>\$ 590</b>
<b>Annual Total Fees and Expenses</b>							<b>\$ 115,000</b>
<b>Additional Tasks Not Included in Scope of Services</b>							
<b>Contingency One-Time Task E: Assist City with JACE Compliance Review (2)</b>							
	E.1 Assist City with JACE Compliance Evaluation	10	42	50	0	10	112
	<b>Task E Hours</b>	10	42	50	0	10	112
	<b>Task E Fees</b>	\$ 3,600	\$ 12,810	\$ 11,250	\$ -	\$ 1,700	\$ 29,360
<b>Task E: Expenses (For any in person meetings)</b>							<b>\$ 640</b>
<b>Contingency Task E: Total Fees</b>							<b>\$ 30,000</b>
<b>Optional Task F: Assist City with SB 54 Implementation (3)</b>		Scope to be Determined by City and HF&H as Needed.					

- (1) Hours can be shifted between tasks as needed.
- (2) The City will be subject to a JACE Compliance Evaluation during the proposed service period. Task E has been included as a contingency to be used in the year JACE issues the City's Compliance Evaluation.
- (3) HF&H will meet and confer with the City to determine hours and fees for this task in the event that additional services are required by the City.