

EXHIBIT "A"

SCOPE OF SERVICES

The following represents the general scope of work for Project:

1. **CalRecycle Support.** Consultant will represent the City with CalRecycle matters in relation to the City's solid waste and recycling activity. Consultant's assistance with CalRecycle shall include and is not limited to:
 - A. Work with CalRecycle staff to answer and document any questions or concerns regarding the City's solid waste, recycling and organics programs. Consultant shall respond to City's request to contact CalRecycle for any issue or concern.
 - B. Assist with preparation of any required CalRecycle reports for City review including the CalRecycle annual report (EAR report). Assistance shall include the collection of all required data from the franchise hauler and the operators of any other recycling programs in the City (e.g. supermarket back hauling of organics and cardboard) and from local recycling facilities, other private recyclers, and any other data collection required for CalRecycle reports.
 - C. Support the City with SB 1383 requirements such as edible food recovery, record keeping, reporting, waiver administration, and enforcement.
2. **Provide Technical and On-Call Support for the Administration of the City's Solid Waste Franchise Agreement.** Consultant shall provide support to the City with the administration of the City's agreement with its solid waste and recycling collection, transportation, and processing service provider ("Hauler") including the following activities:
 - A. Maintain a checklist of all contract requirements and due dates contained in the contract.
 - B. Support the City in various virtual or in-person meetings with Hauler, including monthly progress meetings, to discuss the status of all tasks in progress, problems encountered, diversion rates, education and outreach, etc.
 - C. Prepare monthly progress and diversion reports for the City.
 - D. Review reports and correspondence submitted by Hauler, track recycling program implementation for reporting purposes of state mandated recycling programs such as AB 939, AB 341, AB 1826, and SB 1383.
 - E. Review records associated with all required waste audits and contamination monitoring including Hauler's facilities and at residential, multi-family, and business properties.
 - F. Assist the City with processing any request for a rate increase or other requests pursuant to the Hauler's contract requirements.
 - G. Assist with contract amendments, if necessary.

3. **Technical Assistance.** Provide ongoing technical assistance and expertise on solid waste, recycling, and organics state mandates with particular emphasis on SB 1383 and its implementation, programming, reporting and enforcement requirements.
4. **Perform Other Duties as Assigned by the City.** Consultant shall perform other duties as assigned by the City to ensure successful compliance with state solid waste and recycling mandates, and administration of the City's Franchise Hauler's agreement. Examples of other duties as assigned are as follows:
 - A. Research and evaluate potential solid waste, recycling, and organics programs and outreach initiatives required to comply with applicable state law.
 - B. Support with evaluating staffing needs to implement programs and initiatives.
 - C. Assist with drafting City ordinances related to solid waste, recycling, and organics services.
5. **Additional Services.** The Consultant is invited to offer additional services at their discretion to ensure for successful support of existing programs, compliance with state solid waste and recycling mandates, and administration of the Hauler's agreement.