



January 22, 2018

Ms. Raquel Manson
Senior Admin Analyst, Public Works
City of Garden Grove

Re; AB 341 Outreach Program

Dear Ms. Manson,

MuniEnvironmental, LLC (“Consultant”) is a team of educated and experienced professionals providing consulting expertise in the Solid Waste, Recycling, and Stormwater industries. We provide consulting services to municipalities and governmental agencies attempting to implement mandated regulatory requirements while striving to preserve their leadership and administrative role with their contract service providers and business community.

MuniEnvironmental serves municipalities, governmental agencies, and certain private sector businesses such as nonprofit organizations and associations, universities, hospitals, and campus style facilities. MuniEnvironmental does not provide consulting services to publicly-traded or privately-held solid waste service providers, landfill owner/operators, or solid waste facility owner/operators.

Over the years, our staff of seasoned professionals have assisted municipal clients achieve recycling goals, reduce disposal costs, update ordinances, and manage complicated franchise agreements.

Overview

Assembly Bill 341 (AB 341) requires that all commercial generators that generate four (4) cubic yards of refuse per week or more, to implement onsite commercial recycling or have their waste processed through a permitted material recovery facility.

AB 341 puts the monitoring and program implementation under the local jurisdiction’s control by requiring each municipality to implement mandatory programs and report these actions back to the State of California.

The City of Garden Grove (“City”) desires to implement the mandatory outreach and technical assistance program requirements of AB 341 and AB 1826, targeting all qualified local commercial generators.

The following task driven proposal is presented for your review:

1. Conduct all research and collect pertinent information using the most up-to-date lists of businesses, multifamily and public entities.
2. Input required information in excel database.

3. Mail a personalized letter to those businesses and/or conduct outreach and education to all commercial businesses, multifamily and public entities about regulations and how to achieve compliance in advance of regulation-specified deadlines.
4. Track and monitor those in compliance.
5. Provide technical on-site assistance to commercial businesses, multifamily and public entities subject to the regulation.
6. Report findings to Council/City Staff.

Education Outreach & Monitoring

MuniEnvironmental will produce a citywide mailer to all qualified businesses within the City, informing each business of Mandatory Commercial Recycling, while providing opportunities for each business entity to enlist in onsite recycling that meets the requirements of the legislation.

Consultant will provide translation service from the approved English language version and add the following languages to the four-language outreach:

1. Korean
2. Spanish
3. Vietnamese

City will provide a current mailing list that Consultant will use for the mailing of all outreach materials and for the populating of the project database. Consultant will record the mailing date of each item, response back from the generator, site visits and the program implementation of each generator.

The outreach material will include a survey questionnaire requesting for the generator to identify any existing commercial recycling programs. Should an existing program with a third-party recycler be identified, Consultant will conduct an onsite visit to verify the program activities and quantify the annual tonnage being diverted.

Onsite Technical Assistance

Consultant will conduct onsite technical assistance in the verification and implementation of City approved commercial recycling programs. Additionally, if requested by the business entity, Consultant will conduct onsite technical assistance by providing the generators with a zero-cost onsite waste and recycling review. Consultant will meet with the generators key employees, provides a list of options as well as a complete listing of all the permitted recyclers that provide the services that are applicable to the customer.

Cost Proposal

Task 1 – 1st Mailer

All translation work, printing, and mailing service will be completed by January 31st. Afterwards, Generators are encouraged to mail, fax, or email their response forms back to the offices of the consultant within 10 business days. All response and recycling information obtained from the mailer response will be recorded in a commercial recycling database.



Task 2 – Onsite Technical Assistance

Consultant will respond to all telephone and written inquiries, schedule onsite visits, and provide generators with additional recycling information and options. Consultant will also provide the business entity with additional outreach materials for mandatory organics recycling and other identified City programs that relate to solid waste and recycling.

Task 3 – Progress Report

At the conclusion of Task 1 and 3, Consultant will prepare a report prior to April 1, 2018 for staff to review. The report will include all mailing and correspondence dates, technical assistance provided, the program selected, and the contractor performing the services.

Lastly, Consultant will provide City with recommendations on how to quantify future diversion tonnages and a method of action for permitting third-party recyclers.

Financial Consideration

MuniEnvironmental proposes a time and material agreement with City. All hours will be documented and billed according to the task performed and the attached rate schedule. Material costs, such as printing and postage, will be billed at cost.

MuniEnvironmental appreciates the opportunity to serve the City of Garden Grove. We look forward to moving quickly on this project and accomplish the goals and objectives of the Public Works Department.

Sincerely,

Jeff A. Duhamel
Principal Consultant



Billing Rates

MuniEnvironmental, LLC 2018-2019 Schedule of Rates

Principal	\$190/hour
Senior Consultant	\$160/hour
Staff Consultant	\$135/hour
Site Inspector (<i>Storm Water Only</i>)	\$110/hour
Administration	\$65/hour
Copies/Printing	Cost
Travel	Cost
Postage	Cost
Mileage	State approved per mile rate.