



City of Tacoma

Resolution No.:

Meeting Date: July 23, 2024

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Geoffrey M. Smyth, P.E., Interim Director, Environmental Services
Phet Sinthavong, Senior Regulatory Compliance Analyst, Solid Waste Management
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Stan Rowden II, Finance/Purchasing
SUBJECT: 2023/2024 Solid Waste Composition Study
Request for Proposal Specification No. ES23-0042F, Contract No. CW2257942 – July 23, 2024 City Council
DATE: June 20, 2024

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GMS

RECOMMENDATION SUMMARY: The Environmental Services (ES) Department requests approval to increase and extend contract CW2257942 with Cascadia Consulting Group, Seattle, WA, by \$312,248, plus applicable tax, budgeted from the ES Solid Waste Fund 4200, for a cumulative contract total of \$735,683, plus applicable tax, to allow for additional waste characterization work for the recently awarded Consumer Recycling Education and Outreach Grant through December 31, 2027.

STRATEGIC POLICY PRIORITY:

- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Assure outstanding stewardship of the natural and built environment.

This work supports these priorities by understanding Tacoma residents waste disposal and recycling habits to provide education and outreach to improve service in the most cost effective, and sustainable way.

BACKGROUND: The ES Solid Waste Management Division solicited proposals to complete a 2023/2024 Waste Composition Study to assess how the City's disposed waste stream has changed since the last municipal waste stream composition study was completed in 2015/2016. During the course of this study, the City applied for, and obtained, a grant through the Environmental Protection Agency (EPA) for Consumer Recycling Education and Outreach Grant Program.

The grant funds will be used to conduct additional waste characterization studies over multiple years and compare the contamination that exists in Tacoma residential recycling waste stream to the baseline established in the 2023/2024 Waste Composition Study. The multi-year characterization studies will be used to evaluate education and outreach efforts implemented as part of a Community Ambassador Program and artificial intelligence cameras on Solid Waste collection trucks to observe and inform residents of their contamination in their recycling containers.

ISSUE: Waste characterization studies directed towards improving City of Tacoma residential recycling program are needed to educate and provide outreach to City customers to reduce contamination that exists in the recycled waste stream. These studies will inform efforts to engage our disadvantaged communities in recycling food/yard waste and waste reduction



education and provide individualized feedback to residential customers on contamination in their recycle containers.

ALTERNATIVES: The alternative is to not amend the contract with Cascadia Consulting Group to include the scope of work related to the EPA Recycling and Outreach Grant. This action would result in a delay of implementing the scope of work as outlined in the grant as ES would need to publish an additional request for proposal to select a new vendor for this work. Additionally, ES could use currently available data from Pierce County's Annual Waste Characterization Study; however, this alternative could lead to reviewing data that may not be reflective of current contamination in Tacoma's residential recycling stream and could lead to decisions on how to address current contamination based on incomplete or inaccurate data.

COMPETITIVE SOLICITATION: Request for Proposal Specification No. ES23-0042F was opened April 11, 2024. Ten companies were invited to submit proposals in addition to normal advertising. One submittal was received, and a contract was awarded to Cascadia Consulting Group.

CONTRACT HISTORY: This contract was awarded as a result of Request for Proposal for Specification No. ES23-0042F to Cascadia Consulting Group in October 2023. The original contract award was in the amount of \$423,435 for completion of services by December 31, 2024.

SUSTAINABILITY: Using this grant, Solid Waste Management will support EPA's efforts to strengthen the U.S. recycling system to better build a circular economy to reduce material use, redesign materials to be less resource intensive, and recapturing "waste" as a resource to manufacture new materials and products. Additional goals include the prevention, reduction, or diversion of waste to improve the reuse, repair and remanufacture of materials before entering the recycle stream.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Cascadia Consulting Group is certified by the Washington State Office of Minority & Women's Business Enterprises as a Women Business Enterprise and a Disadvantaged Business Enterprise.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to this contract.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Solid Waste Utility Fund 4200	512025	5330100	\$312,248
TOTAL			Up to \$312,248

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Solid Waste Utility Fund 4200	512025	6310010	(\$312,248)
TOTAL			Up to (\$312,248)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$735,683, plus applicable taxes

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A