



November 23, 2020

via electronic delivery

Himanshu Mehta
SWDD Director
Indian River County
1325 74th Avenue, SW
Vero Beach, FL 32968

Re: Proposed Scope of Work to Prepare a Methodology to Conduct a Field-Based Solid Waste Generation and Assessment Rate Study

KCI Project No.: 99-90.00

Dear Mr. Mehta:

As requested, Kessler Consulting, Inc. (KCI) is pleased to provide this proposed scope of work to assist Indian River County (County) Solid Waste Disposal District (SWDD) review existing waste assessment and franchise collection data, identify and select technologies to measure waste generation, and prepare a specific methodology to conduct a field-based waste generation study of residential and non-residential properties.

Background

Residences and businesses within the County are charged annual solid waste assessments as part of their non-ad valorem (NAV) taxes. SWDD calculates these assessments on the basis of a Waste Generation Unit (WGU), which is defined as a basic unit of waste generation equivalent to 1 ton per year. County Resolution No. 95-01 established WGUs by property use code classifications. Single-family residential properties (Code 1) and mobile homes (Code 2) are assigned 1.60 WGU/unit. Multi-family residential units (Codes 3 and 8) and residential condominium units (Code 4) are assigned 1.20 WGU/unit. Commercial properties are assigned WGUs based on approximately 60 different use codes, square footage of the structure, and, in some cases, other distinctions made within a use code. For example, restaurants or cafeterias are assigned 0.70 WGU/100 square feet.

Annually, SWDD determines the rate to be assessed per WGU. This is calculated based on the estimated assessment revenue required each year (budgeted expenses less budgeted non-assessment revenues). In Fiscal Year (FY) 2019/20, the residential charge was \$75.56/WGU for an assessment of \$120.90 for single-family units and \$90.67 for multi-family units. The commercial charge was \$42.00/WGU. The commercial assessment is calculated by multiplying this charge by the WGU assigned to a business' use code and its square footage.

The annual solid waste assessment is included in the Property Appraiser's annual NAV notice. Commercial properties may qualify for recycling credit based on the tons of material recycled in the prior year. Property owners have the right to contest the solid waste assessment. To obtain relief, a

property owner must show that their property does not receive benefits at least equal to the disposal charge.

The objectives of this project are to review the assessment system and provide recommendations for continuing or altering the system, to conduct a generation study to develop updated data for calculating future solid waste assessments, and to assist SWDD in calculating the FY 2021/22 solid waste assessments.

Scope of Work

Described below are the proposed tasks and activities KCI anticipates conducting. These tasks are based on our current understanding of the County's needs and objectives.

Task 1: Data Review and Analysis

The purpose of this task is to review and analyze existing SWDD data and review and select field-based methodologies for measuring waste generation. Anticipated activities for this task are outlined below.

- Participate in a project kick-off call for confirm project objectives, work activities and schedule and to discuss existing SWDD, Property Appraiser, and Waste Management (franchise collector) data.
- Submit information requests to and participate in follow-up discussions with the relevant parties regarding the following:
 - SWDD: Detailed calculations of solid waste assessments and monthly scale transactions reports by waste generator type and waste type for the preceding three fiscal years.
 - Property Appraiser: List of non-residential NAV billing accounts that includes customer name, physical address, billing address, property identification number, parcel size, building size, heated square footage, and other information as appropriate for the preceding three fiscal years.
 - Waste Management: List of current franchise residential and commercial customers including customer name, physical address, billing address, and level of collection service (container type, size, and collection frequency) for commercial customers.
- Work to cross reference Property Appraiser and Waste Management commercial generator lists and identify the cohort for which Property Use Codes can be matched to a specific level of collection service.
- Review the current list of Property Use Codes and identify potential options for consolidating and reducing the number of categories.
- Review, assess and select technologies for measuring commercial waste generation, i.e., truck-based container weighing, container-based volume monitoring, truck-based container content monitoring, etc. Note: KCI assumes that residential generation rates will be measured by at-source field crews weighing individual set-outs prior to collection for a representative sample of customers.
- Communicate with Waste Management to verify the level of collection operations data currently being obtained, e.g., container RFID, service verification, and container content

monitoring. Discuss potential technology options for additional service monitoring activities to support a generation study and possible frameworks for cooperation.

- Based on the preceding research and analysis, identify the advantages and disadvantages of up to three potential methodologies for conducting field-based measurement of generation rates, and recommend a methodology for implementation.
- Participate in a conference call with County staff to discuss the various assessment and waste generation study options and the necessary data, fieldwork, and/or collection service provider cooperation needed to conduct each study.

Deliverables:

- Kick-off conference call
- Brief technical memorandum regarding potential methodologies and their advantages and disadvantages
- Conference call to discussion potential methodologies and recommendation

Task 2: Prepare Phase 2 Methodology for Conducting Generation Study

Task 2 will depend on the generation study option selected by the County in Task 1. While the work plan for a field-based study would be refined based on results of Task 1, KCI initially envisions it involving the following major work activities:

- Select representative sample groups of residential and commercial customers to be monitored to determine waste generation (sampling would be limited to customers serviced by Waste Management in the unincorporated franchise area).
- Field verify commercial sample customers and current waste services, i.e., container location(s) and container size(s) associated with each sample customer. For budgetary purposes, a sample group of 120 commercial customers is assumed.
- Confirm sample customer's collection schedule with Waste Management.
- Discuss implementation issues and schedule with County staff as it relates to the desire to establish new assessments for FY 2021/22, for example, need for multi-season study, length of monitoring period(s), and the impact of the pandemic on waste generation patterns and baseline conditions for conducting the study.
- Provide a draft methodology, schedule, and budget for conducting the generation study that addresses planning, technology acquisition/licensing, technology deployment, hardware and software requirements, data collection procedures, field monitoring requirements, data analysis, and calculation of waste generation unit allocations to each Property Use Code.
- Participate in a conference call with County staff to review the draft methodology.
- Provide a final methodology and scope for Phase 2 to provide on-site and analytical services to complete the assessment study.

Anticipated Deliverable:

- Draft and final Generation Study Report detailing the methodology and findings, including proposed waste generation factors

Estimated Budget and Timeline

Because of the potential variability in the level of effort required for each phase of this project, KCI proposes to conduct this Scope of Work on a time-and-materials basis for an amount not to exceed \$24,950. Any funds remaining from this work at the end of Task 2 will be available for funding a portion of Phase 2 of the project. KCI will charge rates of service based upon our contract with the City of Oakland Park – R-2019-070.

KCI anticipates that the draft methodology will be submitted within 60 days of receipt of the information requested in Task 1.

If you have any questions regarding this proposed scope of work, please do not hesitate to contact me or Chas Jordan. We appreciate the opportunity to provide this proposal and look forward to the opportunity to assist the County with this important project.

Sincerely,

Kessler Consulting, Inc.



Mitch Kessler
President

Schedule of Hourly Rates per City of Oakland Park Contract No. R-2019-70

Staff Titles	Hourly Rate
Principal	\$210
Project Director	\$175
Project Manager	\$160
Senior Consultant II	\$145
Senior Consultant I	\$140
Consultant II	\$105
Consultant I	\$95
Research Analyst II	\$85
Research Analyst I	\$75
Administrative Support	\$65