

## **AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING**

### **ITEM #8-K: CONSULTANT SERVICES CONTRACT FOR POST SPSA 2018 SUPPORT SERVICES**

#### **SUBJECT:**

Authorize the Executive Director to contract with SCS Engineers to provide additional support services to the Chief Administrative Officers and their respective governmental boards relative to the activities needed to implement the recommendations of the 2018 and Beyond Solid Waste Study Report.

#### **BACKGROUND:**

In November 2008, SCS Engineers, under contract to the HRPDC, completed a Final Interim Report: Solid Waste Management for Southside Hampton Roads Planning Horizon 2018 – 2047. Since completion of that study, the Southeastern Public Service Authority of Virginia (SPSA) has undergone substantial restructuring and is currently undergoing a transitioning process between now and 2018. To assist with this process, in November 2010 the Southside CAOs requested HRPDC support in addressing the Post SPSA 2018 issues and in determining the best transition between now and 2018. Additionally, on November 17, 2010 the HRPDC Commission authorized the Executive Director, on behalf of the Southside CAOs, to add an addendum to SCS Engineers' continued Service Contract allowing them to update the work associated with the 2018 study and provide support in implementing the recommendations of the 2018 study. The SPSA Post 2018 transitioning process is still underway and continued assistance is needed in implementing the recommendations of the 2018 study.

Using SCS Engineers under a "sole source" contract to continue assisting the Southside CAOs in implementing the recommendations of the 2018 study is feasible since awarding the continuation of this work to another consultant would adversely affect the HRPDC both financially and time-wise. A new consultant would have to perform duplicate data collection and analysis work, at an additional cost and it would take the new consultant additional time to finalize the study. In accordance with the Virginia Public Procurement Act, the HRPDC staff recommends contracting with SCS to continue and finalize the work involved in the Solid Waste 2018 Study regarding the closure of SPSA in January 2018.

Attachment

#### **RECOMMENDED ACTION:**

Authorize the Executive Director to execute a contract with SCS Engineers, on behalf of the Southside (SPSA area) to provide continued support of the SPSA Post 2018 project.

**SCS ENGINEERS**

File No. 020071213  
February 25, 2013

Mr. Dwight Farmer  
Executive Director  
Hampton Roads Planning District Commission  
723 Woodlake Drive  
Chesapeake, Virginia 23320

Subject: Additional Support Services, Implementation of 2018 and Beyond Study Report

Dear Mr. Farmer:

Per your request, SCS Engineers (SCS) is pleased to submit a scope of work and fee estimate to provide additional support services to the Chief Administrative Officers and their respective governmental boards relative to the activities needed to implement the recommendations of the 2018 and Beyond Solid Waste Study Report. The anticipated scope of work and fee estimate is presented in Exhibit A.

We appreciate the opportunity to continue assisting the HRPDC on this important assignment.

Sincerely,



Keith T. Matteson, PE  
Project Director  
**SCS ENGINEERS**



Robert B. Gardner, PE, BCEE  
Senior Vice President  
**SCS ENGINEERS**

RBG/KTM/rg  
Enclosures

cc Ms. J. Rax-McBride, HRPDC

**RECEIVED**

FEB 26 2013

**HRPDC**



## Exhibit A

### Scope of Services Support Services for Implementation of the 2018 and Beyond Solid Waste Study Recommendations

#### BACKGROUND

In November 2008, SCS completed and presented the findings of the “Final Interim Report - Solid Waste Management for Southside Hampton Roads Planning Horizon 2018-2047” (commonly referred to as the 2018 and Beyond Study) to the joint boards of the Southeastern Public Service Authority (SPSA) and the Hampton Roads Planning District Commission (HRPDC). This study effort was funded and managed through the HRPDC. The focus of the report was on a 30-year planning period beginning in 2018 because the use and support agreements between SPSA and its member communities expire in January 2018. SCS was subsequently authorized in late 2010 to update the study to address the changes to the solid waste system that had occurred since the November 2008 report was submitted. The revised report was submitted in July 2011.

Since that time, the City and County Managers, and respective governmental entities have begun the process of implementing the recommendations of the report and developing resolutions to proceed with a new regional cooperative agreement. The Chief Administrative Officers (CAOs), through the HRPDC, have requested additional assistance from SCS during this process. The additional assistance may include facilitation and participation in various meetings, additional technical and cost analyses, preparation of special reports, and presentations to governmental boards.

#### TASKS

##### Task 1 - Meetings with CAOs and Respective Boards

1. **Meeting Preparation.** SCS will prepare supporting tailored presentations and calculations for use during City/County council and CAO meetings.
2. **Participate in Meetings.** SCS will attend and be available to present at board meetings in Chesapeake, Franklin, Isle of Wight, Norfolk, Portsmouth, Southampton, Suffolk, and Virginia Beach, as well as participate in periodic meetings with the CAOs and its solid waste technical committee. A budget of two meetings every four months through 2017 is included.

##### Task 2 - Additional Analyses

Based on the meetings, the CAOs may request additional analysis be prepared, including technical evaluations and financial modeling. SCS will conduct the evaluations as requested. SCS will coordinate with the HRPDC on the level of effort anticipated and availability of remaining budget before proceeding with these analyses.

**Task 3 - Management**

Management will include progress meetings and reports to the HRPDC, preparation and review of invoices, updating of project schedule, coordination with HRPDC staff, and contract management.

**SCHEDULE AND FEE**

The level of effort that will be required may vary depending on the needs of the community. The proposed term for the scope of services is through 2017. The level of effort provided below is for budgetary purposes. SCS will provide monthly updates on the status of the budget. If the level of effort required exceeds this budget, SCS will coordinate with the HRPDC to obtain a modification of the funding level.

	Staff	Estimated Level of Effort, Hours				Labor (\$)	Expenses	Totals (\$)
		Gardner	Matteson	Tomlin	Thibault			
	Rate, \$/hr	\$ 250	\$ 190	\$ 155	\$ 60			
<b>Task 1 - Meetings</b>		<b>180</b>	<b>88</b>	<b>0</b>	<b>62</b>	<b>\$ 65,440</b>	<b>1,550</b>	<b>\$ 66,990</b>
CAO-Tech Mtgs								
2/28/2013		4			2		50	
6/1/2013		8	4		2		50	
10/1/2013		8	4		2		50	
2/1/2014		8	4		2		50	
6/1/2014		8	4		2		50	
10/1/2014		8	4		2		50	
2/1/2015		8	4		2		50	
6/1/2015		8	4		2		50	
10/1/2015		8	4		2		50	
2/1/2016		8	4		2		50	
6/1/2016		8	4		2		50	
10/1/2016		8	4		2		50	
2/1/2017		8	4		2		50	
6/1/2017		8	4		2		50	
10/1/2017		8	4		2		50	
Board Meetings								
Chesapeake		8	4		4		100	
Franklin		8	4		4		100	
Isle of Wight		8	4		4		100	
Norfolk		8	4		4		100	
Portsmouth		8	4		4		100	
Southampton		8	4		4		100	
Suffolk		8	4		4		100	
Virginia Beach		8	4		4		100	
<b>Task 2 - Technical Support</b>		<b>80</b>	<b>80</b>	<b>80</b>		<b>\$ 47,600</b>		<b>\$ 47,600</b>
<b>Task 3 - Management</b>		<b>60</b>	<b>60</b>		<b>40</b>	<b>\$ 28,800</b>		<b>\$ 28,800</b>
<b>Totals</b>		<b>320</b>	<b>228</b>	<b>80</b>	<b>102</b>	<b>\$ 141,840</b>	<b>1,550</b>	<b>\$ 143,390</b>
<b>Summary</b>								
Duration		69 months						
Estimated per month	\$ 2,100	per month						
Inflation Escalator					Inflation			
Year 2 (2014)	\$ 2,100	/month	\$ 25,200	/year	\$ 760	/year		
Year 3 (2015)					\$ 780			
Year 4 (2016)					\$ 800			
Year 5 (2017)					\$ 820			
					\$ 3,160			\$ 3,160
<b>Project Total</b>								<b>\$ 146,550</b>