

ATTACHMENT A

WORK ORDER PURSUANT TO MASTER SERVICES AGREEMENT BETWEEN SCS AND CITY OF JONESBORO FOR PROFESSIONAL SERVICES

WORK ORDER NUMBER 2021-001

1. SCOPE OF SERVICES TO BE PERFORMED: SCS will provide solid waste planning services to the City of Jonesboro. Specifically, SCS will provide evaluation and assessment services for the City's sanitation services as follows:

STAGE ONE:

A. SANITATION NEEDS ANALYSIS

SCS will prepare and submit to the City and other project stakeholders (i.e. outside accounting team) a request for information (RFI). We will request data for the past five years and anticipate the data request to include, but not be limited to, the following:

Fleet Information – number, age, type of trucks and equipment, maintenance records, etc.

Customer Information – number of residents, housing unit types and numbers, geographic locations, etc.

Tonnage Information – solid waste (garbage), yard waste, recyclables

Vendor Contracts - recycling and landfill disposal

Disposal / Processing Information – landfill gate receipts, recyclable processing costs, commodity sales, etc.

Personnel Information – headcount, position descriptions, hourly pay and salaries, overhead, fringe, and benefits, overtime pay, labor agreements, etc.

Sanitation Department Financials – statement of accounts, equipment amortization and depreciation, buildings and infrastructure, etc.

SCS will also review current contracts with third parties (i.e. landfill, recyclables processor, others) and any other relevant information or correspondence provided by the City and germane to the study.

Then, SCS will meet with the City to review the background information data set. SCS will also perform site visits to the City's operations (i.e. fleet barn, maintenance shop, incineration facility, etc.), to the landfill operation, to the recycling operation, and any other related facilities or operations (i.e. yard waste facility). In support of this task, SCS will meet with Sanitation Department staff, discuss route concerns and safety, and observe select routes and document time and motion for various collections (i.e. garbage, yard waste, recyclables, bulky items, etc.).

1. Cost of Service

Based on the information gathered and the site visit, SCS will review and compile

updated budgeted revenues, expenses, debt service, capital and transfers, including projected capital expenditures, vehicle/equipment replacements, facility/infrastructure improvements and maintenance, and other special projects. We will establish a baseline cost of service for the currently provided City services and we will meet with City staff in a collaborative work session to review the preliminary results. Following, we will make necessary adjustments based on input from staff and we will prepare a final report on the current operational costs of service as well as long term costs for the current service levels.

2. Needs Analysis and Current State of Sanitation Department

SCS will meet with the City to discuss any funding shortfalls, identified in the Cost of Service analysis, and present and discuss possible alternatives/scenarios for further evaluation as part of the long-term solution identification effort. SCS, as part of this effort, will identify any pros and cons related to the identified alternatives/scenarios and will present to the City in a White paper. Following receipt of City comments and concurrence with the alternatives/scenarios for detailed analysis, SCS will submit a final RFI to the City and other project stakeholders for remaining data needs to drive the detailed analyses of the solid waste study.

B. CONCEPTUAL SERVICES

SCS, following buy-in on the alternatives/scenarios and receipt of the RFI data, will perform pro forma modeling of the alternatives. For planning purposes, we have assumed that three to five alternatives will be analyzed and may include:

1. Current system.
2. Current system but with limitations on volume.
3. Modified collections – recyclables and/or yard waste.
4. Modified handling yard waste-incineration and/or composting
5. Pay as you throw (PAYT) alternatives for extraordinary services.

Pro forma modeling will utilize historical cost data obtained as well as appropriate inflationary, population, and generation rate escalation factors.

1. Conceptual System Design

SCS will issue a summary letter to the City for review and comment as an interim deliverable. The letter is anticipated to propose an optimal and cost-effective system design that will address the needs of the City's Sanitation Department in terms of performance, effectiveness, sustainability and economics.

2. Draft Solid Waste Study and Report of Recommendations

Following receipt of comments on the interim deliverables, we will prepare and submit to the City a Draft Solid Waste Study Report which will include a Draft Business Plan and Draft Report of Recommendations. SCS understands that the Report will be subject to significant political and scientific scrutiny and, as such, understands the importance for clarity, transparency, and defensibility of the analyses, conclusions, and recommendations. SCS will include an Executive Summary which can be utilized by the City's Sanitation Department and the Mayor's Office for talking points with media, Council, constituents and other stakeholders. SCS will prepare a PowerPoint Presentation and will participate in a single meeting with City Council to review the

study report.

C. FINAL ASSESSMENT REPORT

Following receipt of comments on the draft reports, SCS will prepare and submit to the City a Final Solid Waste Study, Business Plan, and Recommendation Report. The Report will be sealed by an Arkansas-licensed Professional Engineer and we will provide five (5) bound hard copies and an electronic copy in Adobe Acrobat – PDF format.

STAGE TWO:

If requested, SCS will assist the City with stakeholder engagement to seek input on likely system changes identified during Stage One that will impact the customer facing sanitation services currently provided. Assistance may include:

1. Public meeting support, inclusive of meeting collateral (i.e. informational boards, graphics, analysis) and meeting attendance.
2. Public survey support should the City elect to complete. Support includes assistance with developing questions, survey administration (i.e. mailings, web-based, or telephone), and compilation and statistical analysis of respondents.

SCS will prepare a summary of any public meetings or stakeholder engagement activities completed and will document impacts to the sanitation system if input received necessitates changes to the services previously identified and agreed to in Stage One. If necessary, SCS will attend City Council meetings to review and discuss fiscal and/or operational impacts.

STAGE THREE:

If requested, SCS will provide collection system optimization and route optimization support to the City to ensure that the agreed upon sanitation services provided, from Stage One and Two, are completed in an efficient and operationally balanced manner. SCS will complete safety and productivity assessments (i.e. driver ride-alongs, driver surveys, time motion studies, etc.), will design custom map templates, perform service level modeling with flexibility to accommodate for future growth, and develop final customized routes for services provided (i.e. trash, yard waste, recycling, other).

2. WORK ORDER SCHEDULE: SCS will complete the Stage One services within 120 days of written authorization to proceed.

3. COMPENSATION: Any work added to the Scope of Services to be Performed shall be compensated at SCS' standard fee schedule in effect at the time of performance, unless otherwise agreed, subject to the terms and conditions of the Master Services Agreement between the parties.

Stage One - SCS will be compensated for time and expenses in accordance with SCS' standard rates in effect at the time of performance, provided that total compensation will not exceed \$93,500 without the authorization of Client. Our estimate, for Stage One services, includes 450 hours of professional time and mobilization expense for two trips to Jonesboro to complete the operational reviews and present the study findings.

Stage Two - Stage Two services, if requested, will be authorized by subsequent change order. SCS will be compensated for time and expenses in accordance with SCS' standard rates in effect at the time of performance. Total compensation will not exceed the agreed upon amount without the authorization of Client.

Stage Three - Stage Three services, if requested, will be authorized by subsequent change order. SCS will be compensated for time and expenses in accordance with SCS' standard rates in effect at the time of performance. Total compensation will not exceed the agreed upon amount without the authorization of Client.

4. AGREEMENT BY THE PARTIES: The parties have caused this Work Order to be executed by their duly authorized representatives.

SCS ENGINEERS:

CITY OF JONESBORO

By:  _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____