

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: Award Contract to TJ Cross Engineering to Coordinate Issuance of a Request for Proposal to Draft a Landfill Master Plan
DATE: November 18, 2008

NEEDS: For the City Council to consider authorize a contract with TJ Cross for coordination of a Request for Proposal of a Landfill Master Plan.

- FACTS:**
1. The City Council included funding in the 2007/2008 to 2008/2009 budget for the preparation of a Landfill Master Plan.
 2. The Request for Proposal is complete and ready for issuance.
 3. When complete the Master Plan will address/achieve the following:
 - a. Methane reduction with compliance with AB32.
 - b. Extended landfill life through innovative waste recycling, reduction, and reuse options.
 - c. Minimize waste and maximize the potential reuse of Crop and Forest Waste (including potential use as a biomass-to-energy fuel source).
 - d. Generate power using existing landfill resources and alternate sources, renewable or waste reducing sufficient to meet community power demands.
 4. To complete the RFP in a timely manner with the level of quality necessary to achieve its goals and work scope, the assistance of a Project Manager is required.
 5. Requests for Proposal to provide project management associated with the City's desire to establish a Landfill Master Plan were issued. Two (2) responses were received.
 - a. Paul Karp and Dennis Delzeit, Professional Engineers \$14,000
 - b. TJ Cross Engineers \$14,400

**ANALYSIS &
CONCLUSION:**

Both respondents are qualified. Mr. Karp is the former Public Works Director for the City of Santa Maria and Mr. Delzeit the former Public Works Director for the City of Pismo Beach. As a result of other commitments, Mr. Karp and Mr. Delzeit propose to share the project thus enabling them to address the Master Plan RFP in addition to their other commitments. TJ Cross (Christine Halley) is currently providing the City with Project Management Services for design of the City Water Treatment Plant and Water Fees Study. This results in her regular presence at City

Hall and easy availability for consultation and project oversight. Therefore, it would appear to be in the best interest of the City of Paso Robles to retain the service of TJ Cross Engineers to provide a Project Management Service associated with the completion and award of the City Landfill Master Plan.

FISCAL

IMPACT:

TJ Cross Engineers proposes to provide Project Management Services for a cost not to exceed \$14,000. The cost associated with this service is contained in the City's adopted budget.

OPTIONS:

- a.** Adopt Resolution No. 08-xx authorizing the City Manager to enter into a contract with TJ Cross Engineers in the amount of \$14,400 to provide Project Management Services associated with the issuance of a RFP to draft a Landfill Master Plan for the City of Paso Robles.
- b.** Amend, modify, or reject the above option.

Attachments (2)

- 1) Request for Proposal
- 2) TJ Cross Proposal
- 3) Paul Karp & Dennis Delzeit Proposal
- 4) Resolution



CITY OF EL PASO DE ROBLES
"The Pass of the Oaks"

**REQUEST FOR PROPOSAL
(RFP)
MASTER PLANNING OF THE PASO ROBLES
LANDFILL**

RFQ Issue Date

, 2008

SOQ Submittal Due Date

, 2008

REQUEST FOR PROPOSAL MASTER PLANNING OF THE PASO ROBLES LANDFILL

Section One – Introduction

The City of Paso Robles (City) is seeking to develop a Master Plan for its existing landfill property. The Master Plan will identify options that the City may wish to pursue. The main drivers that this Master Plan should address are:

Environmental Issues

1. The City wants to display environmental responsibility in all its operations, including its landfill operations.
2. The City wants to participate in addressing the climate change concerns that we have resolved to address as a Nation.
3. Upcoming environmental regulations in the State, such as California's Global Warming Solutions Act of 2006 (AB32) specifically require methane reduction from landfills, with which the City must comply.
4. The City wishes to extend life of the existing landfill by developing innovative recycling, reduction, and reuse options
5. The City wishes to incorporate sustainability in its landfill operations through a Master Plan that has that objective throughout
6. The City wishes to minimize waste and maximize the potential reuse value of Crop and Forest Waste, including potential use as a biomass-to-energy fuel source.

Economic Issues

1. Implementation of a Master Plan which intends to extend the life of the landfill will necessarily result in economic benefit
2. Generating power using existing landfill resources will defray utility costs
3. Generating power from alternative sources will generate renewable credits which may be used toward offsetting carbon emissions, reducing the cost of compliance with AB32
4. Generating power from alternate sources, renewable or waste-reducing, sufficient to meet community power demands.
5. Incorporating value-added solutions in the Master Plan will result in cost savings and economic benefits to the City

To that end, the City has considered several options that it wishes addressed in a Master Plan:

1. Landfill Operations – Options to consider include: continue operations under contract, enterprise operation, or privatize.
2. Recycling Facilities – Evaluate types of recycling facilities and processes from curbside to dirty sorting facility, incorporate construction and demolition debris recycling at a 75% efficiency rate.
3. Compositing Facilities – Evaluate options for composting of organic materials including grape pomice, vine trimmings and yard waste, manure, and so forth.

4. Alternative Energy Production - Waste to energy potential, cover crops that could be grown on site (over completed cells, etc.), conversion of green waste and organics to alcohol fuel, utilizing available land for solar and/or wind power production as feasible, and so forth.
5. Landfill Gas Utilization – Evaluate options for use of landfill gas and energy options. Options may include steam generation for use, energy generation at some point in the future, or continued flaring.
6. Sustainability – Consider aspects of waste collection, recycling and disposal to lead to a more sustainable facility.
7. Additional Consideration – Consider acquisition or divestiture of land to achieve the best use of that land for waste storage, recycling, composting, waste-to-energy, and/or alternative power generation

The general goals of this Master Plan are to:

- Reduce the community’s carbon footprint.
- Evaluate the current waste management components
- Identify opportunities for improvements
- Identify problems and deficiencies
- Set priorities for action to address problems and affect improvements
- Establish ways to measure progress
- Identify the resources needed to make improvements
- Develop a flexible plan that can be revised and modified as programs are implemented
- Maintain compliance with federal, state and local rules and regulations
- Protect public health and the natural environment

Section Two - Facility background

The Paso Robles Landfill is owned by the City Department of Public Works. The City is the permitted operator of the site. Pacific Waste Systems (PWS) has contracted with the City to perform day-to-day duties of running the facility. The approximate 80-acre facility is classified as a Class III sanitary landfill, permitted for disposal of non-hazardous municipal solid waste (MSW). The landfill is located approximately 8 miles east of the City near the intersection of Union Road and state Highway 46.

The landfill began operations in 1970. Until 1993, the landfill was operated by the trench and area fill method in accordance with regulations in effect at the time, this area is unlined. Since 1993, disposal operations have taken place in a series of lined disposal units designated as Modules 1, 2A, 2B and 3A. Additional Modules are planned to be constructed as airspace is utilized. The landfill currently accepts approximately 60,000 tons per year (average 160 tons per day) for disposal and the landfill is anticipated to reach capacity in 2051. Additional information on the landfill and current operations are provided in **Attachment A**.

Section Three - Contract Conditions

This contract shall be performed under the City's Agreement for Professional Services attached a **Attachment B**. Respondents shall identify modifications to the agreement for consideration by the City.

Section Four – Scope of Work

Selected Consultant will work with City to:

- Develop an approach to preparing the Master Plan (i.e. a work plan)
- Providing and/or coordinating quality assurance and/or quality control during the work plan development
- Assist the City to monitor progress toward completion of the work

The Master Plan will discuss reasonable use options at the landfill to maximize the value of the landfill resource, within existing land use constraints. As options are outlined, factors such as Fixed Costs, Operating Cost, and Reserves should be recognized and addressed. The plan should include Metrics for Measurements of the costs and benefits of the proposed options.

The Master Plan will ideally incorporate community benefits such as Public Education, Waste Prevention Goals, and enhanced Residential and Multi-Family Dwelling Programs.

Finally, the Master Plan should address the viability and opportunity for any of the options to be implemented as a Commercial Program.

The Master Plan should investigate, at a minimum, the following options:

1. Landfill Operations Enhancements – Including Operational Recommendations, Waste Stream Analysis, Transfer Stations.
2. Recycling Facilities – Discuss how to achieve 75% or greater recycling rates, when the higher rates can be achieved, the effect of improved recycling rates on the landfill's life expectancy, and benefits to the City. Methods such as Reuse Centers, Materials Recovery Facilities (MRFs), Construction and Demolition Processing Facilities, and Hard to Recycle Materials Facilities shall be considered.
3. Compositing Facilities – Evaluate factors such as quantity of green waste to evaluate the viability of composting facilities, plant trimmings only compost facilities, commingled organics composting facilities, or co-compost facilities.
4. Alternative Energy Production - Address requirements and restrictions for generating alternative energy at the landfill such as Waste-to-Energy (Mass Burn or Refuse Derived Fuel) and Thermal Gasification (including Pyrolysis and conventional gasification), or a Hybrid system. For each technology:
 - a. Describe the technology, including a detailed description of all major system components required for a complete facility. Major system components include, as applicable: pre-processing; conversion; post-processing and/or management of products and residue; collection and cleanup of synthesis gas, biogas or fuel gas; energy generation; process

wastewater treatment; air pollution control equipment, and other components of similar significance. As part of the description for technologies that are thermal processes, please describe how the technology is distinguishable from conventional waste-to-energy technology, including how the synthesis gas is collected and cleaned.

- b. Describe a typical site layout, equipment general arrangement, and schematic process flow diagram for the facility.
 - c. Describe the technical approach to integrating the technology.
 - d. Describe the approach for expansion of a demonstration facility to a larger, commercial-scale facility (if required for economic viability), including identification of the maximum capacity for the larger facility.
 - e. Describe what type of waste is required as feedstock for the proposed technology. If the proposed technology would be capable of accepting and processing other types of waste in addition to the City's existing landfill material,
 - f. Describe the type(s) and quantity of such other waste that could be processed and the potential benefits that could be achieved by processing these other waste types.
 - g. Describe how this technology will minimize the amount of residue going to the landfills. Include a discussion of any beneficial reuse of the residues.
 - h. Project Design, Build, Own, and Operate options (including Ownership and Financing, Risk Allocation, and so forth,)
 - i. Describe the lease terms that would be needed to make the facility viable.
 - j. Provide a discussion explaining any potential cost savings to the City resulting from this technology.
 - k. Provide a discussion of any additional benefits or efficiencies to the City and/or Plant that may result from the technology and/or from being co-located at the site.
 - l. Indicate whether the proposed technology will use recycled water.
 - m. Provide a discussion on the potential environmental impacts of the proposed technology and/or facility, including mitigation measures for protecting the buffer land habitat and adjacent habitats.
 - n. Define a schedule for implementation of the facility, including how long the facility will take to permit, design, procure, construct, and start-up, along with a clearly established minimum period to operate and maintain.
5. Landfill Gas Utilization – Examine the viability and extent to which landfill gas (LFG) can be utilized. The Master Plan will outline how to determine LFG Source/Connection Point(s), LFG Quantities, and LFG Quality. Factors required for the LFG use system should be described including the Project Design, Build, Own, and Operate options (including Ownership and Financing, Risk Allocation, and so forth,) Property Lease options; and Project Facilities Interface. For technologies such as LFG-to-Energy or LFG-to-LNG, Master Plan should describe necessary factors such as Quality and Quantity of fuel required, Storage Requirements, Permits, additional Facilities/Utilities (such as Electric, Water, Waste)
 6. Use of the Property for Renewable Power Generation – Assess whether property may be used for solar, wind, or other renewable power generation. Renewable systems may be stand alone or developed in conjunction with other potential power generation systems such as traditional thermal, landfill gas, or biomass-to-energy systems, for example.

7. Sustainability – Address sustainability programs that can be implemented within the City and/or at the landfill, including:
 - a. Waste Reduction Programs
 - b. Resource Recycling Programs
 - c. Waste Education Programs
 - d. Management of Landfill Operations
 - e. Management of Hazardous Wastes
 - f. Waste Hauling Programs
 - g. Waste System Funding
8. Explore the feasibility of utilizing land for growing crops to be used for energy projects or plants for carbon offset credits.
9. Additional Considerations – Examine the best use of that landfill property, and the opportunities for acquisition, divestiture, or redevelopment of land. Master Plan should look at the opportunities, incentives, demand, and restrictions (such as environmental and geology.)

Section Five – Qualifications and Personnel

Bidder's Qualifications

This section should contain an outline of the respondent's general approach along with a brief summary of the prominent features of the proposal submitted.

1. State how long the company has been in business
2. Describe organization's landfill facility design, permitting, construction and operation experience with similar types of projects or facilities. (Include outside consultants, contractors or organizations that will be part of your team to provide services required.) Provide a brief description of projects for which the consultant has provided similar service such as developing and implementing an integrated planning document for the solid waste management industry during the past 5 years. Experience working on a similar project for a is preferred, but not required. Include the following information:
 - a. Project description and location
 - b. Description of services provided
 - c. Total value of services provided
 - d. Budget performance
 - e. Schedule performance
 - f. Key personnel involved
3. A single set of documents of past and prior projects may be submitted in any convenient format, such as Word documents, printed brochures, photographs, design drawings or electronic models (Excel or Access compatible) submitted via CD.
4. List Key Members of project team that will put together this plan, including the makeup of the team's specialties and experience with similar Master Plan projects.

Staffing

1. Describe organization's available resources for management and staffing for the contemplated project. (Include outside consultants, contractors or organizations that will be part of your team to provide services required.)
2. Describe organization's available resources such as engineering, consulting, technical support and manufacturing for equipment and equipment support for the facility contemplated. (Include outside consultants, contractors or organizations that will be part of your team to provide services required.)

Section Six - Project Schedule

Respondents shall submit a typical schedule for completion of the Master Plan required by the City. It is the desire of the City to have the Master Plan completed by November 2008.

DRAFT

Section Seven - Proposal Evaluation and Selection

SOQ Objectives

Respondents shall submit a detailed Statement of Qualification (SOQ) which demonstrates understanding of, and capability to assume responsibility for completing the Master Plan. The SOQ shall provide details of the methods to be used to develop a Master Plan. The City will select a Consultant based on the Firm's experience, qualifications of the individual team members, and the approach to the project. Selection will be at the sole discretion of the City based on determination of the firm most closely matched with the City's objectives and ability to work with the City.

Proposed Rates

Submit one (1) copy of a detailed fee schedule. Include hourly rates for all staff members who would be involved in the performance of the tasks necessary for this Master Plan, along with expected expenses, sub-consultant costs and markups and other pertinent costs. The fee schedule shall be in a separately sealed envelope. A total fee estimate will be negotiated with the top ranked firm. If the City and top ranked firm are unable to reach agreement on the fee, the City may elect to negotiate with the second ranked firm.

Section Eight – Submission Requirements

SOQ Requirements and Format

The SOQ shall contain the following sections:

1. Introduction
2. Company Profile
3. Project Organization
4. Qualifications and Experience
5. Project Approach
6. Schedule
7. Contract Exceptions
8. References
9. Additional Information

All responses must be received no later than 4:00 PM on **June 20**, 2008. Mail or deliver proposals to:

City of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

Attention: Mr. Doug Monn, Chief Building Official

Postmark date will not constitute timely deliver. Responses received after the above time will not be considered. Vendors are solely responsible for ensuring timely receipt of their responses.

Responses shall be submitted in a sealed package addressed as above and clearly identifying the vendor making the submission.

One original and two copies must be submitted from each vendor. Responding entity is liable for any of the costs incurred in preparing or submitting a Statement of Qualifications.

References

Responses must include references from three clients which the company worked for within the last five years. Please provide each client's Name, Title, Organization, Address, Phone Number, and Email.

Other Information

Consultants may request to view additional reports and data at the City office and/or conduct a site visit. Questions regarding the RFQ should be submitted by June 10, 2008, in writing (email or fax) to:

City of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

Attention: Mr. Doug Monn, Chief Building Official

Phone: (805) 237-3861

Fax: (805) 237-3904

E-Mail: dmonn@prcity.com

Attachments

- A. Reference Reports on CD: Joint Technical Document (JTD), SCS Engineers, August 2007; Preliminary Closure and Post-closure Plan, PWS, November 2003; and Pacific Waste Systems 2007 Annual Data Update, Semi-Annual Detection Monitoring Report (April to September 2007).
- B. Agreement for Professional Services, City of Paso Robles.

October 20, 2008

Mr. Doug Monn, Director of Public Works
City of el Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

SUBJECT: Proposal for Landfill Master Planning Oversight

Dear Doug:

Paso Robles recently retained Golder & Associates to prepare a request for proposals to author a master plan for the City's solid waste landfill. The RFP is complete and the City now seeks the engineering services to oversee the master planning procurement process. Specifically, you asked TJCross Engineers for a proposal to manage the advertisement, evaluation, and contract negotiation phases of the landfill master planning effort.

Services that TJCross proposes to provide are:

Advertisement - Package the landfill master plan request for proposals suitable for posting on the City's web site. Assemble a list of qualified firms to invite to propose and make contact with those firms. Respond to proposer inquiries throughout the advertisement phase and issue amendments to the request as needed.

Document Review and Site Visit - Work with Public Works administrative assistants to assemble landfill permit and other documents for review by interested firms. Consult with Golder in this regard as they have already reviewed and catalogued principal documents. Make arrangements for one or two site visits to the landfill for interested firms.

Proposal Review Panel - Seat review panelists to review the proposals, rank the interested firms, and recommend a short-list for interviews. Suggest criteria for review and prepare a list of possible interview questions.

Interviews - Host interviews at City Hall with the review panelists. Send the invitations, coordinate with Public Works administrative assistants for logistics, and convene the panel to make a recommendation for selection.

Contract Terms and Recommendation for Selection - Negotiate scope of services, schedule, and terms of compensation with top-ranked firm. Work with City Attorney to negotiate other contract terms and write a staff report recommending award of landfill master planning contract. Attend City Council session to present the staff report and issue notice of award to successful firm.

TJCross proposes to provide these services such that the contract with the selected firm may be executed within 3 months (a reasonable time frame with the Holidays approaching). This effort would be undertaken by Christine M. Halley, PE, and the estimated level of effort for each step is outlined in the attached engineering man-hour estimate. TJCross would provide these services on a time-and-materials basis according to the attached fee schedule. The estimated cost to provide these services is \$14,400.

October 20, 2008
Page 2 of 2

Overseeing the landfill master planning effort is a welcome extension of our support services to the City and TJCross thanks you for the opportunity to make this proposal to you. Let Mrs. Halley or me know if you have any questions regarding this proposal.

Sincerely,

Timothy B. Couch, P.E.
Managing Partner

Attachment – Fee Estimate

cc: C.M. Halley – TJC/BFL

Bakersfield
T.J. Cross Engineers, Inc. • 200 New Stine Road • Suite 270
Bakersfield, CA 93309 • Phone: 661-831-8782 • Fax: 661-831-5019

Ventura
T.J. Cross Engineers, Inc. • 5450 Telegraph Road • Suite 106
Ventura, CA 93003 • Phone: 805-658-3282 • Fax: 805-658-3283

Date: 10/20/08									TJCross Engineers, Inc			
Revision: A	EXHIBIT B1											
ENGINEERING MAN-HOUR ESTIMATE												
City of el Paso de Robles												
Landfill Master Planning Oversight												
ENGINEERING												
TECHNICAL SUPPORT												
PROJECT TASKS	Water/Util Consultant		Other Engineer		Drafter		Engr. Assist		Admin.		TOTAL	TOTAL
	Hrs	(\$)	Hrs	(\$)	Hrs	(\$)	Hrs	(\$)	Hrs	(\$)	HOURS	COST
		\$135		\$100		\$66		\$58		\$54		
Cash Flow Projection												
Advertisement: Package the landfill master plan request for proposals suitable for posting on the City's web site. Assemble a list of qualified firms to invite to propose and make contact with those firms. Respond to proposer inquiries throughout the advertisement phase and issue amendments to the request as needed.	10	\$1,350	0	\$0		\$0		\$0		\$0	10	\$1,350
Document Review and Site Visit: Work with Public Works administrative assistants to assemble landfill permit and other documents for review by interested firms. Consult with Golder in this regard as they have already reviewed and catalogued principal documents. Make arrangements for one or two site visits to the landfill for interested firms	16	\$2,160	4	\$400		\$0		\$0	4	\$216	24	\$2,776
Proposal Review Panel: Seat review panelists to review the proposals, rank the interested firms, and recommend a short-list for interviews. Suggest criteria for review and prepare a list of possible interview questions	10	\$1,350	0	\$0		\$0		\$0	0	\$0	10	\$1,350
Interviews: Host interviews at City Hall with the review panelists. Send the invitations, coordinate with Public Works administrative assistants for logistics, and convene the panel to make a recommendation for selection.	16	\$2,160	0	\$0		\$0		\$0	4	\$216	20	\$2,376
Contract Terms and Recommend Selection: Negotiate scope of services, schedule, and terms of compensation with top-ranked firm. Work with City Attorney to negotiate other contract terms and write a staff report recommending award of landfill master planning contract. Attend City Council session to present the staff report and issue notice of award to successful firm.	30	\$4,050		\$0		\$0		\$0	0	\$0	30	\$4,050
Totals =	82	\$11,070	4	\$400	0	\$0	0	\$0	8	\$432	94	\$11,902
Subtotal, Engineering & Project Management Direct Costs											\$11,902	
Expenses @											10%	\$1,190
Total Estimated Cost											\$13,092	
Contingency @											10.0%	\$1,309
Total Estimated Cost with Contingency =											\$14,401	

Employee Review Form

Employee Information

Employee's Name

Position:

Department:

Manager:

Start Date:

Review Date:

Evaluation Form

Positive Influence: Meets Expectations
 Comments:

Learning Ability: Meets Expectations
 Comments:

Resourcefulness: Meets Expectations
 Comments:

Responsiveness / Initiative: Meets Expectations
 Comments:

Execution:

Meets Expectations
Comments:

Quality of Work:

Meets Expectations
Comments:

Teamwork:

Meets Expectations
Comments:

Overall Performance Assessment:

Excellent - Exceeds my expectations at this stage.

Proposed Action:

Recommend for merit increase.

<http://www.wiley.com/college/turban2e/turbanvc/review.html>

11/05/2008

11/18/2008 Agenda Item No. 27, Page 16 of 23



Paul J. Karp, P.E.

596 Woodland Drive
Arroyo Grande, CA 93420
pjkar@sbglobal.net

Mobile: (805) 234-0731 Home: (805) 481-2560

September 24, 2008

DELIVERED VIA EMAIL

City of El Paso de Robles
1000 Spring Street
Paso Robles, CA 93446

Re: Proposal; Coordination for the Paso Robles Landfill Master Plan Request for Proposal

Attention: Mr. Doug Monn, Public Works Director

As requested in your email today, I submit this proposal to provide professional services to the City of Paso Robles. I have incorporated the terms outlined in your email and from our informal discussion at the last meeting of the County Public Works Directors in San Luis Obispo. When you described your need for staffing support, I told you that I had travel plans (about 4 weeks) scheduled in November and December. I had suggested that perhaps retired Pismo Beach Public Works Director Dennis Delzeit would be willing to assist the CPR and me in our efforts to perform the work you require. I have obtained approval of that arrangement from Mr. Delzeit and I have included his hourly rate in the attached Fee Schedule. He will be available to work with the CPR and me between the date of this writing and the end of this project, with the exception of the first three weeks in October. I have attached for your reference copies of both of our resumes.

SCOPE OF SERVICES

As directed by City of Paso Robles (CPR) Public Works Director Doug Monn work in collaboration with Dennis Delzeit, PE to coordinate the selection and employment of an appropriate professional to master plan the solid waste services as described in a draft document entitled, "Request for Qualifications (RFP), Master Planning of the Paso Robles Landfill" (copy attached) for the CPR.

Provide support to CPR by attending meetings between Staff/Policy makers from CPR, Dennis Delzeit, and potential planning consultants as requested by CPR, and perform the work described here:

- Coordinate issuance of the Request for Proposal
- Coordinate all site visits and requests for information regarding the proposal
- Assemble a review panel (cross section of engineering, planning and alternate energy individuals)

- Make recommendation for award
- Attend City Council meeting for award of contract for Master Plan.

Additive options for services requested by CPR, "On Call".

BUDGET

Not to exceed \$14,000 for coordinating the RFP issuance, actual billing will be invoiced on a time and materials basis in accordance with the attached Fee Schedule.

Charges for the services provided by Paul J. Karp and/or R. Dennis Delzeit will be billed on a monthly statement, or on a different frequency deemed by CPR to be more appropriate. Statements are considered due and payable upon receipt.

TIME OF PERFORMANCE

Subject to the above stated travel plans, Dennis and I are ready to begin work on the project as soon as I receive your direction to proceed. We'll need copies of the CD records of work previously performed by the CPR Staff/consultants as listed in the draft RFP. As stated in our previous conversations/emails, Dennis and I are prepared to approach the project as a "tag team", and you may interface with either or both of us during this arrangement. We have agreed to coordinate our efforts to suit the City's needs. If you desire, Dennis and/or I can be available to attend a kick off meeting with you.

Thank you for the opportunity to provide this proposal. Dennis and I look forward to working with CPR on this project. If I have missed something or if you would like to discuss this matter further, please call me at either of the telephone numbers shown on the letterhead.

Sincerely,

Paul J. Karp

Attachments:

- Fee Schedule
- Resume of Paul J. Karp
- Resume of R. Dennis Delzeit
- Draft of CPR "Request for Qualifications (RFP), Master Planning of the Paso Robles Landfill"

CC: Dennis Delzeit

Fee Schedule

Paul J. Karp will bill for his time at a rate of \$210.00/hour. This rate will remain constant for a period of one year from the date of this proposal.

R. Dennis Delzeit will bill for his time at a rate of \$210.00/hour. This rate will remain constant for a period of one year from the date of this proposal.

Expert testimony, deposition, court appearance and research related thereto will be charged at 2.0 times the applicable hourly rate.

Direct expenses connected with job related work will be billed for at cost. Reimbursement for mileage will be billed for at the rate stipulated by the Internal Revenue Service as the deductible expense per mile.

If either Paul J. Karp or R. Dennis Delzeit must administer subcontracts with outside consultants, fees for each shall be charged at cost plus 15%.

Paul J. Karp will provide statements of account on a monthly basis, or on a frequency determined appropriate by CPR and agreed upon by Paul J. Karp.

Either party to the other may dissolve this arrangement upon 10 days notice.



Paul J. Karp, P.E.

596 Woodland Drive
Arroyo Grande, CA 93420
pjkar@sbglobal.net

Mobile: (805) 234-0731 Home: (805) 481-2560

EDUCATION Master's of Business Administration; Bachelor's of Science (with honors) Civil Engineering

LICENSES California: **Professional Engineer #C26259 (also Land Surveyor); Water Treatment Plant Operator (Grade 4); Real Estate Broker**; Arizona: Professional Engineer, Civil

DISTINGUISHING CHARACTERISTICS

Generalist with technical background; visionary with strong administrative and communication skills; extensive hands-on experience; team oriented; fiscally responsible, empathetic and approachable.

EXPERIENCE

- 2005-Present **Consultant; Paul J. Karp, P.E.** (pjkar@sbglobal.net), Arroyo Grande, California
 - Semi-retired community interest broker working on specific projects that require sensitivity, diplomacy, and strong communication skills. Qualified expert witness in superior court.

- 1991-2005 **Director of Public Works/Assistant Director of Public Works** (promotion to Director, 1996); *City of Santa Maria* (www.ci.santa-maria.ca.us/208.html), California
 - Department head directing engineering, as well as operation and maintenance of public infrastructure including streets, buildings, and utilities (drainage, water production and distribution, sewers, wastewater treatment, solid waste collection and landfill, fleet); budget preparation and expenditure control; utilities separated as new department, July 2004.

- 1977-1991 **Director of Public Works and City Engineer** (Directorship added in 1981); **Building Official**, 1981-1987; *City of Arroyo Grande*, California
 - Department head directing public works operation and maintenance functions for a full service city; engineer directing development review and approval, administration of public works contracts, advance planning for public facilities, traffic engineering; budget.

- 1981-1985 **District Administrator** (part-time); *South San Luis Obispo County Sanitation District*; Oceano, California
 - Administrator of a special district that operates and maintains a regional wastewater treatment plant, associated trunk lines, and ocean outfall.

- 1973-1976 **Project Engineer; Goleta County Water District**; Goleta, California
 - Contract administrator for major water system construction program: ten miles of high-pressure transmission line, three underground reservoirs, and distribution facilities.

- 1972-1973 **Engineer; M.W. Kellogg Company**, Diablo Canyon Nuclear Power Plant; Avila Beach, California
 - Detailer of power piping for shop and field fabrication.

- 1972 **Engineering Trainee; Pacific Gas & Electric Company**, Diablo Canyon Nuclear Power Plant; Avila Beach, California
 - Plan checker and inspector during heavy construction project.

- 1968-1972 **Party Chief/Survey Aide** (Seasonal); *United States Forest Service*, Stanislaus National Forest; Sonora, California
 - Surveyor for road design and construction.

PROFESSIONAL AFFILIATIONS

University of California, Santa Barbara, Economic Forecast Project (Northern Santa Barbara County **Board Chair**, www.ucsb-efp.com); American Public Works Association (past **Chapter President**); American Society of Civil Engineers; American Water Works Association; Maintenance Superintendents Association; Tau Beta Pi

REFERENCES List provided upon request.

R. Dennis Delzeit
California Professional Engineer
Civil Engineer # 22340

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PUBLIC WORKS ENGINEERING AND MANAGEMENT

PROFESSIONAL EXPERIENCE

Over 38 years of public works engineering and management experience as a public employee and as a private consultant.

PRIVATE CONSULTANT, August 2008

- Engineering and consulting services to public agency clients on a variety of projects including water and wastewater systems, streets and highways, public buildings, as well as special studies, project engineering and management services.

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER, CITY OF PISMO BEACH, July 1995 to August 2008 (13 Years)

- Major accomplishments include management construction of a freeway interchange at US 101/4th Street which includes a bridge and new freeway ramps; four beach promenades; a new police station; two new parks; an upgrade to a fire station; preparation of a Wastewater Master Plan; Water Master Plan; a Water Reuse Plan; a Drainage Master Plan; a new wastewater treatment plant; downtown revitalization project; preparation of a zoning code; and processing of numerous subdivisions and other development projects; chair of the Traffic Safety Committee and Ocean Water Committee; responsible for a \$660,000 ocean water quality scientific study. During a five year City financial crisis, was the department head for the building, planning, recreation, engineering and public works departments.

SENIOR VICE PRESIDENT/REGIONAL MANAGER, WILLDAN ASSOCIATES, March 1978 to July 1995 (17 Years)

- Responsible for a staff of over 100 employees as part owner of a consulting firm providing consulting services to municipalities in California, Arizona and Nevada.
- Managed the firm's operations in Northern California, Arizona and Nevada: 1990 to 1995
- Founded and managed the Ventura region: 1978 to 1990
- Set up and managed disaster recovery operations following the Loma Prieta Earthquake and Oakland Hills Firestorm.
- Served as contract City Engineer in Westlake Village, Moorpark, East Palo Alto, and Los Gatos and supervised the City Engineers at Fort Bragg and Clear Lake.

PUBLIC WORKS DIRECTOR/CITY ENGINEER, CITY OF SANTA PAULA, March 1974 to March 1978 (4 Years)

- Managed a staff of approximately 25 employees.
- Responsible for all aspects of the City's engineering and public works functions.

ASSOCIATE CIVIL ENGINEER, CITY OF THOUSAND OAKS, May 1970 to March 1974 (4 Years)

- Mid level management position with responsibility for a staff of 5 employees in the City's Utilities Department, water and wastewater system.
- Duties included capital improvement design and construction, plan checking of developments.

ASSISTANT CIVIL ENGINEER, BOYLE ENGINEERING CORPORATION, March 1969 to May 1970 (1 Year)

- Worked on a variety of public agency projects under the supervision of project engineers.

ASSISTANT ENGINEER, TEXACO INCORPORATED, March 1968 to March 1969 (1 Year)

- Entry level engineering position involved with off shore oil drilling and production.

PROFESSIONAL CIVIL ENGINEERING REGISTRATION

California: Registered Civil Engineer No. 22340

Nevada: Formerly registered, when working in Nevada.

Arizona: Formerly registered, when working in Arizona.

EDUCATION

- Bachelor of Science in Civil Engineering, California State Polytechnic University, 1968
- Various graduate courses, conferences, workshops, seminars and continuing education.

AWARDS

- Project of the Year, 2007: Wastewater Treatment Plant (Amer. Society of Civil Engrs.)
- Project of the Year, 2007: Wastewater Treatment Plant (Amer. Pub. Wks. Assoc.)
- Project of the Year, 2007: Wastewater Treatment Plant (Water Environmental Assoc.)
- Project of the Year, 1999: Pismo Promenade (Amer. Society of Civil Engineers)
- Project of the Year, 1994: Oakland Hills Firestorm Recovery Project (APWA)
- Plant of the Year, 1978: City of Santa Paula Wastewater Treatment Plant (WPCF)

PROFESSIONAL ACTIVITIES

- President, American Society of Civil Engineers, San Luis Obispo and Ventura Chapters
- Memberships: American Society of Civil Engineers and American Public Works Association
- Professional Representative to the Cal Poly Society of Civil Engineers
- Conference speaker: League of CA Cities, "Disaster Recovery"
- Conference speaker: CA Contract Cities Conference, "Disaster Rebuilding Process"
- Civic Organizations: Speaker to organizations such as Rotary and Kiwanis.

OUTSIDE INTERESTS

- Family, Motorcycling, Surfing, Sailing, Windsurfing

September 17, 2008

RESOLUTION NO. 08-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING FUNDS AND AWARDED A CONTRACT
TO TJ CROSS ENGINEERING TO COORDINATE ISSUANCE OF A REQUEST FOR
PROPOSAL TO DRAFT A LANDFILL MASTER PLAN

WHEREAS, the City of Paso Robles owns and operates a landfill; and

WHEREAS, the City of Paso Robles has recognized the need to establish a Landfill Master Plan to secure the potential of the landfill and its future; and

WHEREAS, a Request for Proposal to prepare a Landfill Master Plans is complete and ready to be issued; and

WHEREAS, the proposal process will require a professional engineering firm to provide project management to ensure its functionality and completion in a timely manner, and;

WHEREAS, because of their demonstrated depth of experience, understanding of the purpose of the project it would appear to be in the best interest of the City of Paso Robles to retain the service of TJ Cross Engineering to provide Project Management Services for the design of the Request for Proposal to draft a Landfill Master Plan, and;

WHEREAS, the established budget provides for this service and no additional allocation is required.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council does hereby award a contract to TJ Cross Engineering Project Management Design Services associated with the issuance of a Request for Proposal to draft a Landfill Master Plan in the amount of \$14,400 and authorizes the City Manager to execute the contact.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 18th day of November 2008 by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Deborah D. Robinson, Deputy City Clerk