BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AUTHORIZING RELEASE OF RFP #97R-6-REM FOR THE DEVELOPMENT OF A FACILITIES MASTER PLAN AND RENEWAL AND REPLACEMENT ACCOUNT FOR SOLID WASTE FACILITIES	))))))	RESOLUTION NO. 97-2462 Introduced by Mike Burton, Executive Officer

WHEREAS, Metro recognizes the need for comprehensive long-range planning for major capital assets; and

WHEREAS, Metro is required by its Master Bond Ordinance to establish a Renewal and Replacement Account for the capital assets of the solid waste system and to review the requirements of the account every three fiscal years; and

WHEREAS, As described in the accompanying staff report, there are a number of operational problems at Metro's transfer stations that need to be addressed through a comprehensive capital improvement planning process; and

WHEREAS, As described in the accompanying staff report, savings can be obtained by combining assistance for capital improvement planning with the renewal and replacement study into a single contract; and

WHEREAS, The Resolution was submitted to the Executive Officer for consideration and was forwarded to the Council for approval; now therefore,

BE IT RESOLVED,

1. That the Metro Council authorizes the Executive Officer to release RFP #97-6-REM, attached as Exhibit "A".

2. That the Metro Council, pursuant to Section 2.04.026(b) of the Metro Code, authorizes the Executive Officer to execute a contract with the most qualified and cost effective proposer in accordance with the requirements of the Metro Code.

ADOPTED by the Metro Council this 27th day of February, 1997.

Jon Kvistad

Jon Kvistad, Presiding Officer

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STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 97-2462 FOR THE PURPOSE OF AUTHORIZING RELEASE OF RFP #97R- -REM FOR THE DEVELOPMENT OF A FACILITIES MASTER PLAN AND RENEWAL AND REPLACEMENT ACCOUNT FOR SOLID WASTE FACILITIES

Date: January 21, 1997 Presented by: Paul Ehinger

PROPOSED ACTION

Adopt Resolution No. 97-2462, authorizing the Executive Officer to release a request for proposals (RFP) for the development of a Facilities Master Plan and Renewal and Replacement Account for Metro's solid waste facilities, and to enter into an agreement with the most qualified and cost-effective proposer.

FACTUAL BACKGROUND AND ANALYSIS

The RFP attached to Resolution No. 97-2462 as Exhibit "A", solicits proposals to assist the Regional Environmental Management Department in the development of a Facilities Master Plan and in updating its Renewal and Replacement Account. Development of the master plan will entail examining the current and future operational needs of Metro's solid waste facilities (mainly the transfer stations and household hazardous waste facilities) and developing capital improvement plans to accommodate identified needs. The major objectives of the plan are to:

- Improve Customer Service
- Provide Flexibility in Materials Handling and Recovery
- Increase Operational Efficiency and Employee Safety
- Improve Hazardous Waste Facilities

Such a plan is needed to provide solutions for both short-term problems such as queuing, but more importantly to examine the role of the facilities in the evolving solid waste system. Development of the plan will therefore focus on getting input from system stakeholders in developing plans for capital and operational improvements. Such plans will then be included in the department's portion of Metro's Capital Improvement Plan.

On November 21, 1989, Metro adopted Ordinance No. 89-319, the Solid Waste Revenue Bond Master Ordinance (Master Ordinance). The Master Ordinance requires Metro to establish a Renewal and Replacement Account for the capital assets of the solid waste system, and to review the requirements of the account every three fiscal years. The last review was completed in 1993.

The current review will include environmental improvements made to the St. Johns Landfill from closure activities. Such assets were not included in the previous Renewal and Replacement Account study as the improvements were still under construction.

Since both the Master Facilities Plan and the Renewal and Replacement Account review require an intensive examination of existing assets, they have been combined in the scope of work for the RFP. This should result in savings to Metro.

BUDGET IMPACT

The budget for this project is $200,000.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 97-2462.

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TRANSMITTAL SUMMARY

600 NORTHEAST GRAND AVENUE | PORTLAND, OREGON 97232 2736
TEL 503 797 1700 | FAX 503 797 1799

METRO

To be presented to Council for approval

RECEIVED
FEB - 5 1997
METRO Risk & Contract Management Division

To: Risk and Contracts Management

From:
Department REM
Division Eng
Name Paul Ehinger
Title Sr Engineer
Extension 1789

Date Jan 30, 1997

Subject
☐ Bid ☐ Contract
☒ RFP ☐ Other
Purpose Develop a Facilities Master Plan

Vendor
Vendor no.
Contract no. RFP#97R-6-REM

Expense
☐ Procurement ☒ Personal/professional services ☐ Services (L/M) ☐ Construction ☐ IGA

Revenue
☐ Contract
☐ Grant
☐ Other

Budget code(s)
531-314000-574130
531-317410-574130

This project is listed in the 1996 -1997 budget.
☒ Yes ☐ No

Price basis
☐ Unit prices, NTE
☐ Per task
☒ Total/lump sum

Payment required
☐ Type A ☐ Type B
☐ Lump sum
☒ Progress payments

Contract term
☐ Completion*
☐ Annual
☒ Multi-year**
Beginning date*
Ending date

Total commitment

Original amount	$ EST $200,000.00
Previous amendments	$
This transaction	$
Total	$
A. Amount of contract to be spent fiscal year ____ – ____	$
B. Amount budgeted for contract ____	$
C. Uncommitted/discretionary funds remaining as of ____	$ ***

Approvals

Project manager
Fiscal
Legal
Jim Watkins — Division manager
Budget manager
Department director
Risk

* See instructions on reverse. ** If multi-year, attach schedule of expenditures. *** If A or B is greater than C, and other line item(s) used, attach explanation/justification.

Competitive quotes, bids or proposals

Submitted by	$Amount	M/W/DBE	Foreign or Oregon contractor
Submitted by	$Amount	M/W/DBE	Foreign or Oregon contractor
Submitted by	$Amount	M/W/DBE	Foreign or Oregon contractor

Comments _____

Attachments ☐ Ad for bid ☐ Plans and specifications ☐ Bidders list (M/W/DBEs included)

Instructions

1. Secure contract number from Risk and Contracts Management. Place number on the transmittal summary and all contract copies.
2. Complete transmittal summary form to the extent of project completion.
3. If contract is:
   A. Sole source, attach memo detailing justification pursuant to ORS 279.
   B. Less than $2,500, attach memo detailing need for contract and contractor's capabilities, bids, etc.
   C. More than $2,500 but less than $25,000, attach quotes, informal solicitations, evaluation forms, etc.
   D. More than $25,000 attach RFP/RFB complete with summary, all required documents and all evaluation, utilization forms.
4. List and identify all subcontractors below.
5. Provide completed RFB/RFP packet to Risk and Contracts Management.

Subcontractor/supplier _____ M/W/DBE certified _____ Ethnicity _____

Address _____ Type of work _____

City/state/ZIP _____

Phone _____ Dollar amount _____

Subcontractor/supplier _____ M/W/DBE certified _____ Ethnicity _____

Address _____ Type of work _____

City/state/ZIP _____

Phone _____ Dollar amount _____

Attach additional list(s) as necessary.

Total utilization: $ _____

Total contract: $ _____

Percent utilization: _____

Competitive quotes, bids or proposals

Submitted by	$Amount	M/W/DBE	Foreign or Oregon contractor
Submitted by	$Amount	M/W/DBE	Foreign or Oregon contractor
Submitted by	$Amount	M/W/DBE	Foreign or Oregon contractor

Comments

Attachments ☐ Ad for bid ☐ Plans and specifications ☐ Bidders list (M/W/DBEs included)

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4. List and identify all subcontractors below.
5. Provide completed RFB/RFP packet to Risk and Contracts Management.

Subcontractor/supplier
Address
City/state/ZIP
Phone
M/W/DBE certified — Ethnicity
Type of work
Dollar amount

Subcontractor/supplier
Address
City/state/ZIP
Phone
M/W/DBE certified — Ethnicity
Type of work
Dollar amount

Attach additional list(s) as necessary.

Total utilization: $

Total contract: $

Percent utilization:

REQUEST FOR PROPOSALS
FOR
DEVELOPMENT OF A FACILITIES MASTER PLAN AND RENEWAL AND REPLACEMENT ACCOUNT FOR SOLID WASTE FACILITIES

RFP #97R-6-REM

Metro
Regional Environmental Management
600 NE Grand Avenue
Portland, OR 97232
503-797-1650

REQUEST FOR PROPOSALS
FOR
DEVELOPMENT OF A FACILITIES MASTER PLAN AND RENEWAL AND REPLACEMENT ACCOUNT FOR SOLID WASTE FACILITIES
RFP #97R-6-REM

I. INTRODUCTION

The Regional Environmental Management (REM) Department of Metro is requesting proposals for the development of a Facilities Master Plan and Renewal and Replacement Account for Metro's solid waste facilities RFP #97R- -REM. The work will involve participating in a capital improvement planning process for Metro's three solid waste facilities: Metro South Transfer Station, Metro Central Transfer Station and the closed St. Johns Landfill. In addition, the work will include determination of the annual contribution Metro should make to a fund for renewal and replacement of the major capital components of these facilities, including the household hazardous waste facilities located at each transfer station.

Metro is a regional government serving the Portland metropolitan area, organized under the laws of the State of Oregon and the 1992 Metro Charter. Proposals will be received at the reception desk of REM, attention Paul Ehinger, 600 NE Grand Avenue, Portland, Oregon 97232, until ____p.m., on _____, _____, 1997. Details concerning the project are contained in the request for proposals (RFP) and background documents. Copies of the RFP and background materials may be obtained by contacting Regional Environmental Management at (503) 797-1650.

II. BACKGROUND

The solid waste facilities to be examined under this project consist of two transfer stations, two household hazardous waste collection facilities and the St. Johns Landfill. A description of each facility is presented below.

Metro South Station

Metro South Station (MSS) is a pit type transfer station located in Oregon City, OR. The facility opened in 1982 with the ability to load open top transfer trucks. An AMFAB compactor was installed in MSS in 1989. The facility was expanded in 1991 and a SSI Shredding Systems compactor was installed. The two compactors now operate side by side. A staging area for transfer trailers has also been added to the facility. Metro replaced the roof of the facility in early 1993. The site is 11.42 acres and the main facility is approximately 30,000 square feet.

The primary components of MSS are vehicle weighing and maneuvering areas, tipping floor, waste pit, compactors, offices and locker room. Solid waste is deposited in the pit where a dozer moves the waste to the compactors. The compactors produce a dense bale which is loaded into transfer trailers provided by the waste transport contractor. No materials recovery equipment is available at the facility.

Metro operates the two scalehouses located at the facility. Facility operation and maintenance are the responsibility of a private contractor.

The facility received approximately 375,000 tons of waste in 1996 from both commercial haulers and the general public. An aerial photo of the facility is located in the Attachments.

In 1996 a conceptual level site plan was developed for the site, resulting in a number of projects which have been included in the Capital Improvement Plan (CIP) for Metro facilities. Summaries of the plan (see October 7, 1996 memo) and the CIP are available in the Attachments. The detailed drawings and CIP plan are available upon request.

This facility was included in the 1993 Renewal and Replacement Account study. A summary schedule of facility assets is included in the Attachments. The detailed study is available upon request.

MSS Hazardous Waste Facility

In 1991, Metro constructed a household waste facility (HWF) on the site of the MSS. The facility is approximately 4,500 square feet. The HWF currently receives materials from households only (however Metro does wish to expand its customer base to include Conditionally Exempt Generators). Materials are removed by Metro personnel from the driver's vehicle in a canopied area. Materials are then sorted in the building's receiving area. Sorted materials are then lab packed into drums, or if appropriate, moved to a bulking room for consolidation. Materials requiring further identification are moved to a laboratory for additional analysis. Drummed materials are stored in dedicated storage areas which are divided by classification. When sufficient quantities have been drummed they are placed in transport vehicles.

The facility contains a number of unique features. Floors contain sumps which are lined with a special chemical resistant coating and covered with grates grounded to the structure. The sumps are sized to contain both large spills and fire sprinkler flows. The ventilation systems are designed to collect vapors and to provide air changes consistent with UFC requirements. Alarm systems are interlocked with ventilation systems. The bulking room is self contained. The storage area is divided to provide for the separation of incompatibles. Materials are moved to the loading dock by use of a scissors lift. The dock is covered and equipped with fire sprinklers. Two underground storage tanks provide for the collection of liquids from the canopied and loading dock areas.

Adjacent to the facility is an abandoned tunnel which was originally used to top load waste transfer vehicles. The tunnel has been modified for use as a latex paint processing facility.

Both the HHWF and latex paint processing tunnel flooded in 1996. Relocation of the facilities is under consideration in the capital improvement plan for Metro. Drawings are available upon request.

Metro Central Station

Metro Central Station (MCS) is a transfer and materials recovery facility which is located in Northwest Portland, OR. The facility opened in 1990 and received 385,000 tons of waste from commercial and public haulers in 1996. MCS is located on a 10.7 acre parcel. The main building is approximately 165,000 square feet and includes a completely remodeled and rehabilitated 145,000 square foot warehouse-type structure, and a 20,000 square foot addition. Three scalehouses are used to collect fees and weigh vehicles. Scalehouses are operated by Metro. The main facility is operated and maintained by a private contractor.

The main components of the facility consist of three compactors, one materials recovery processing line, baler and a wood recovery line. A Fiber Based Fuel line is also contained in the facility, however the line is owned by the current operator and is not to be included in this project.

Incoming waste from commercial haulers is routed to the appropriate unloading area where the waste is unloaded onto a flat floor. Depending on the contents of the load, waste is either spread to facilitate the removal of recyclables or directed to a materials recovery system or to the compactors. Recovered fiber and metal are baled for markets.

There are three main materials recovery systems available at MCS. The first is called the MSW 400 line. This line is a collection of equipment designed to process high grade paper for either baling and shipment to market or as feedstock for the Fiber Based Fuel (FBF) system to make fuel cubes. The 400 line is owned by Metro and is more fully described in the operating and maintenance manuals, as well as the drawings available for review. The FBF system (and the associated bag breaker currently located at the front end of the 400 line) are owned by the current operator, Browning Ferris Industries.

The FBF system is the second major materials recovery system at MCS. The FBF system takes feedstock from the 400 line (after processing through the shredder and magnet of the woodline) and compresses the materials into fuel cubes for use in an industrial boiler.

The woodline is the main materials recovery system as shown in the volumes of hog fuel produced. See the drawings and manuals for a complete description. Preprocessing for the woodline and other materials recovery is accomplished mainly on the floor by manual means.

MCS Hazardous Waste Facility

A hazardous waste facility is located on the Northwest corner of the site. The facility functions in a manner similar to those described above for the MSS -HWF with two major exceptions. The facility currently receives materials from Conditionally Exempt Generators and latex paint collected at the site is transferred to MSS for processing. The facility is approximately 3,500 square feet. Site and floor plans of the facility are available upon request.

St. Johns Landfill

The 238 acre St. Johns Landfill in North Portland served as the metro area's primary garbage disposal site for more than 50 years. In 1991 the landfill stopped accepting waste and Metro began closing it.

Closure, expected to be completed in late 1996, consists of building up slopes to predesigned grades, placing a protective cap to prevent the intrusion of water, installation of a gas and condensate collection system, and collection of storm water and the removal of sediments. The closure cap consists of layers of soils and a layer of geonet over a 40 mil VLDPE geomembrane. The gas collection system is a combination of approximately 200 vertical wells and trenches connected to a four flare motor blower flare facility. A condensate collection system collects condensate from the gas system utilizing 35 vacuum valve stations. Condensate is deposited into the sanitary sewer system.

Other features of the landfill to be included in the study are two onsite buildings, various rolling stock, onsite roads and a bridge. Documents describing these features are contained in the Attachments or

listed as materials available. Construction of a maintenance building is scheduled on the adjoining property referred to as "Parcel A" on the site drawing in the Attachments.

III. PROJECT SUMMARY

The two major components of this project are the development of a Facilities Master Plan and updating of the Renewal and Replacement Account. Detailed scopes of work for each are contained in the Attachments. Summaries for each are contained below. The budget for this project is $200,000.

Development of the Facilities Master Plan

This portion of the work involves examining the current and future operational needs of Metro and developing comprehensive capital improvement plans for Metro's facilities to accommodate such needs. Development of the plan will include participation in the Regional Environmental Management's (REM) outreach effort with local governments and interested parties currently underway. Included in the attachments is a memorandum describing this process and the project in more detail.

The major objectives of the plan are to:

- Improve Customer Service
- Provide Flexibility in Materials Handling and Recovery
- Increase Operational Efficiency and Employee Safety
- Improve Hazardous Waste Facilities

Major tasks include examining the historical context of the facilities and Metro's role in the solid waste system. Examining the current capital and operational conditions at the facilities. Conducting a facilities needs assessment based on interviews with stakeholders as well as conformance with Metro's Regional Solid Waste Management Plan. Producing a plan which provides alternative methods of meeting identified system needs, includes economic evaluation of the alternatives and recommends a specific set of actions. The recommended actions will include conceptual level site plans for each facility. A draft of the plan's proposed major capital improvements is due within 90 days of execution of a contract. A review of proposed improvements at the Metro South station will be required within 45 days of contract execution.

Renewal and Replacement Account

On November 21, 1989, Metro adopted Ordinance No. 89-319, the Solid Waste Revenue Bond Master Ordinance (Master Ordinance). The Master Ordinance (relevant sections of which are contained in the Attachments) requires Metro to establish a Renewal and Replacement Account for the capital assets of the solid waste system, and to review the requirements of the account every three fiscal years.

In May 1993, Metro completed a review and inspection of the transfer station and hazardous waste assets of the solid waste system to establish renewal and replacement account requirements. The results of this review are contained in volumes I & II of the report entitled the "INSPECTION and FINANCIAL REPORT", prepared by URS Consultants. The St. Johns Landfill was not included in this study since it was still undergoing final closure and sufficient financial reserves had been set aside in a closure fund.

The capital assets of the solid waste system to be examined under this project consist of two transfer stations, two hazardous waste collection facilities and the St. Johns Landfill. The work includes developing/updating the inventory of the major capital components of the facilities and determination of the annual contribution Metro should make to a fund for renewal and replacement of the components. A list of components from the previous study are contained in the Attachments. This portion of the project shall be completed within 90 days of entering into a contract.

IV. PROPOSAL INSTRUCTIONS/CONTENTS

Six copies of each proposal should be submitted. All proposals must be submitted no later than the time prescribed, at the place, and in the manner set forth in the INTRODUCTION to this RFP. The information submitted in the proposal should describe how the work, described more fully in the Attachments to this RFP, will be accomplished.

A. Transmittal Letter: As part of the proposal, submit a transmittal letter. The letter should provide an overview of the approach that will be used to accomplish the work.

   Include in the overview who is to be the contact for the project and who in the firm has authority to sign the agreement with Metro if a contract is awarded to the firm. State that the proposal will be valid for a minimum of 120 days. Also detail which other firms will be involved in the project and their roles.

B. List the specific individuals who will perform the work and their specific roles.

C. Describe the individuals experience in performing similar work.

D. Describe the experience of the firm or its subcontractors in performing similar work.

E. Submit a scope of approach/work for both the preparation of the Facilities Master Plan and the Renewal and Replacement Account, for accomplishing the tasks contained in the scope of work for each. Include the approximate man-hours estimated to accomplish each major work element and the schedule for accomplishing them.

F. Exceptions and Comments: To facilitate evaluation of proposals, all responding firms will adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in this part of their proposal. Exceptions or comments should be succinct, thorough and organized.

V. EVALUATION OF PROPOSALS

A. Evaluation Process: An evaluation team will conduct the evaluation process. Metro will only evaluate proposals that, in the evaluation team's sole opinion, conform to the proposal instructions.

   The team will rank proposals based on the evaluation criteria and points described below. Interviews with the top ranked firm or firms may be conducted.

Based on the evaluation of proposals, Metro will enter into negotiations with the highest ranked firm(s) to finalize a contract. The scoring of the evaluation team, and the consequent ranking of firms, will not be permitted as grounds for an appeal of the award of a contract, per the Metro Code.

If Metro is unsuccessful in negotiating a contract, Metro will select the next highest ranked firm and attempt to negotiate a contract. This process will continue until a contract is recommended to the Metro Council for award or Metro terminates the procurement.

B. Evaluation Criteria: This section provides a description of the criteria which will be used in the evaluation of proposals submitted to accomplish the work defined in this RFP.

1. Proposed scope of approach/work	50%
2. Ability to meet schedule	10%
3. Firm's experience with solid and hazardous waste facilities and transfer stations	20%
4. Individuals' experience with solid and hazardous waste facilities and transfer stations	20%

VI. GENERAL PROPOSAL/CONTRACT CONDITIONS

A. Limitation and Award: This RFP does not commit Metro to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Metro reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.

B. Contract: The attached Personal Services Contract is included for your review prior to submitting a proposal. Any changes in these contract provisions should be requested and documented as an "exception" in the appropriate portion of the proposal. Consider the requested exceptions carefully, as they will be considered in the evaluation of proposals, and requested exceptions which cannot be resolved will result in rejection of the proposal.

C. RFP as Basis for Proposals: This Request for Proposals represents the most definitive statement Metro will make concerning the information upon which Proposals are to be based. Any additional verbal information that is not presented in this RFP will not be considered by Metro in evaluating the Proposal. All questions relating to this RFP should be submitted in writing to Paul Ehinger. Any questions which, in the opinion of Metro, warrant a written interpretation or RFP amendment will be furnished to all parties receiving this RFP. Metro will not respond to questions received after 10 working days prior to the date established for the receipt of proposals.

D. Information Release: All proposers are hereby advised that Metro may solicit and secure background information based upon the proposal information, including references provided in response to this RFP. By submission of a proposal all proposers agree to such activity and release Metro from all claims arising from such activity.

E. Minority and Women-Owned Business Program: Metro and its contractors will not discriminate against any person or firm based on race, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status.

Metro extends equal opportunity to all persons and specifically encourages disadvantaged, minority and women-owned businesses to access and participate in this and all Metro projects, programs and services.

In the event that any subcontracts are to be utilized in the performance of this agreement, the proposer's attention is directed to Metro Code provisions 2.04.100 & 200.

Copies of that document are available from the Risk and Contracts Management Division of Administrative Services, Metro, Metro Center, 600 NE Grand Avenue, Portland, OR 97232 or call (503) 797-1717.

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ATTACHMENTS

Scope of Services
Personal Services Agreement
Renewal & Replacement Assets Summary
Aerial Photos of Facilities
Map of Landfill
Metro South Capital Improvements Memo of 10-7-96
CIP Summary
Outreach Memo of 11-13-96
Master Bond Ordinance
List of Background Materials Available

Scope of Services

Scope of Services
Metro Regional Environmental Management
Facility Master Plan/Renewal and Replacement Account Analysis

Metro is seeking a firm to assist in the preparation of a Master Facilities Plan for its solid waste handling facilities in the region and to complete an analysis of its renewal and replacement account for these facilities. These are two separate, but related activities. The purpose of this planning effort is to provide both short and long term improvement plans for Metro's facilities. The short term will include improvements which are expected to be needed within the next five years, the long range planning horizon will be approximately 20 years.

The successful proposer will assist Metro in identifying the improvements or operational changes needed to meet the objectives of the Regional Solid Waste Management Plan and the following goals:

- Improve Customer Service
- Provide Flexibility in Materials Handling and Recovery
- Increase Operational Efficiency and Employee Safety
- Improve Hazardous Waste Facilities

The renewal and replacement analysis will focus on repair and replacement of existing facilities and equipment at Metro's three main sites. The master planning will focus more on improvements and operational changes to meet the changing demands made on the facilities.

Attached to this scope of services is an outline of the Master Facility Plan. This outline identifies the areas of investigation. Metro will provide the successful proposer with its most current forecasts for waste flow and vehicular traffic at each of the facilities.

Due to both operational problems and recent high water events which have affected operations at the Metro South Transfer Station, Metro desires to expedite the planning for this facility. There are a number of potential projects which will need to be evaluated early in the planning process to allow construction to proceed at the earliest possible date. A preliminary analysis of these projects will be required within 45 days of the execution of a contract.

The following are the major work tasks for development of the Master Facilities Plan and the Renewal and Replacement Account Analysis.

Basic Tasks - Facility Master Plan

1. Metro's planning consultant shall review data provided by Metro and obtain data from other sources as needed to support the planning process.

2. The successful proposer shall meet with Metro staff, facility users and Metro's contractors at each facility to review the operations and develop a detailed list of needs at each facility. The contractor will prepare a final list of needs at each site with the concurrence of Metro.

3. The consultant shall review the preliminary planning work already completed at Metro South Transfer station to prepare early recommendations for facility improvements or

operational changes which will alleviate existing problems. This task will be completed within 60 days of execution of the contract.

4. The planning consultant will develop alternative improvement plans for addressing the goals and objectives at each site. These alternatives will include a brief description of each alternative, concept level drawings and conceptual level cost estimates.

5. Meetings will be held with Metro staff to review the alternative facility plans and preferred options will be selected with Metro's concurrence.

6. A draft plan which includes the information shown in the draft outline attached to this RFP will be prepared by the consultant. The consultant will assist Metro staff in presenting this plan to interested parties and the Metro Council during the process of plan adoption. It is estimated that this adoption process will take approximately three months and entail at least 10 presentations by the consultant.

7. The consultant will produce a camera ready copy of the final plan including any modifications to the plan during the adoption process.

Basic Tasks - Renewal and Replacement Account Analysis

8. With Metro staff assistance and concurrence, the capital assets to be included in the analysis will be determined by the consultant.

9. The firm selected shall review all relevant facility and equipment documentation, as well as the previous renewal and replacement studies.

10. Members of the consulting team shall visit the facilities and interview operators to determine the condition and routine use of facilities and equipment.

11. Develop a detailed inventory of the capital assets to be included in the analysis.

12. The consultant shall establish the age, the expected life and ultimate replacement costs of the assets included within the inventory.

13. The selected firm shall determine Metro's renewal and replacement requirements as defined in the Master Ordinance and the monthly deposit to the Renewal and Replacement Account necessary to achieve the required balance.

14. A final report shall be prepared for Metro, detailing the methodology, logic and conclusions of the analysis.

15. A spreadsheet on a computer disk in EXCEL format which lists the inventory of assets and Metro's annual contribution by year for each of the assets listed, shall be provided.

Project Milestone Schedule

Task	Completion (Days after contract execution)
Complete Review of Metro South Projects	45 Days
Complete Renewal and Replacement Analysis	90 Days
Provide Conceptual Plans for Improvements	90 Days
Provide Draft Master Plan	150 Days
Plan adoption	270 Days
Produce Final Facility Master Plan	300 Days

Draft Facility Plan Outline

I. **BACKGROUND**
- *A. History of Metro's Involvement in Solid Waste Management*
- *B. Metro's Current Role in the Solid Waste System*
  - **1. Metro's Facilities**
    - *a. Metro South Transfer Station*
    - *b. Metro Central Transfer Station*
    - *c. St. Johns Landfill*
  - **2. Other Major Facilities**
  - **3. Regional Solid Waste Management Plan**

II. **EXISTING CONDITIONS AT METRO FACILITIES**
- *A. Metro South*
  - **1. Site Description**
    - *a. Location*
    - *b. Access Routes*
    - *c. Land Use, Zoning & Other Permitting Requirements*
      1) Zoning & Site Design Requirements
      2) Surrounding Land Uses
      3) Special Planning Considerations
      4) DEQ Solid Waste Permit
      5) Discharge Permits
      6) Other
    - *d. Environmental Setting*
      1) Flood Plain
      2) Soils & Geology
      3) Other (Wetlands, etc.)
  - **2. Facility Description**
    - *a. Transfer Station Building*
      1) Size & Layout

2) Functions
3) Condition
4) Major Equipment
5) Design Capacity

b. Hazardous Waste Building

1) Size & Layout
2) Functions (Include Latex Bulking)
3) Condition
4) Major Equipment
5) Design Capacity

c. Scales/Scalehouses

1) Size & Layout
2) Condition

d. Truck Wash

1) Size & Layout
2) Condition

e. Other

3. Facility Operations

a. Description of Operations

1) Hours of Operation

b. Customers

1) Transfer Station
   a) Waste Volume
      (i) Public and Commercial
         (a) Average, Peak, Seasonal, etc.
   b) Transactions
      (i) Public and Commercial
         (a) Average, Peak, Seasonal, etc.
2) Staffing
   a) Metro
      (i) Scalehouse
      (ii) Hazardous Waste
      (iii) Other
   b) Contractor
3) Operational Safety

B. Metro Central

1. Site Description

a. Location

b. Access Routes

c. Land Use, Zoning & Other Permitting Requirements

1) Zoning & Site Design Requirements
2) Surrounding Land Uses
3) Special Planning Considerations
4) DEQ Solid Waste Permit
5) Discharge Permits
6) Other

d. Environmental Setting

1) Flood Plain
2) Soils & Geology
3) Other (Wetlands, etc.)

2. Facility Description

a. Transfer Station Building

1) Size & Layout
2) Functions
3) Condition
4) Major Transfer Equipment
5) Material Recovery Equipment
6) Design Capacity

b. Hazardous Waste Building

1) Size & Layout
2) Functions (Include Latex Bulking)
3) Condition
4) Major Equipment
5) Design Capacity

c. Scales/Scalehouses

1) Size & Layout
2) Condition

d. Truck Wash

1) Size & Layout
2) Condition

e. Administrative Buildings

1) Contractor Offices
2) Metro Offices

f. Other

3. Facility Operations

a. Description of Operations

1) Hours of Operation

b. Customers

1) Transfer Station

a) Waste Volume

(i) Public and Commercial

(a) Average, Peak, Seasonal, etc.

b) Transactions

(i) Public and Commercial

(a) Average, Peak, Seasonal, etc.

2) Staffing

a) Metro

(i) Scalehouse

(ii) Hazardous Waste

(iii) Other

b) Contractor

3) Operational Safety

C. St. Johns Landfill

1. History

2. Site Description

a. Environmental Setting

b. Smith & Bybee Lakes

c. Closure Plan and other requirements.

3. Facilities & Equipment

a. Cover System

b. Gas System

c. Leachate Collection System

d. Environmental Monitoring System

4. On-site Activities

a. Staffing

III. FACILITY NEEDS ASSESSMENT

A. Waste Forecasts

1. Regional

2. Metro South

a. Tonnage

1) Public

2) Commercial

3) Waste Characterization

b. Transactions

1) Public
2) Commercial

c. Hazardous Waste

1) Household
2) CEG

3. Metro Central

a. Tonnage

1) Public
2) Commercial
3) Waste Characterization

b. Transactions

1) Public
2) Commercial

c. Hazardous Waste

1) Household
2) CEG

B. Renewal and Replacement

1. Metro South

a. Transfer

b. Hazardous Waste

c. Other

2. Metro Central

a. Transfer

b. Hazardous Waste

c. Other

3. St Johns Landfill

C. Regional Solid Waste Management Plan

1. Facility Needs

2. Waste Recovery Goals

D. Regulatory Requirements

E. Facilities for Operational Improvements

F. Health and Safety Improvements

1. On-site Staff

2. Customers

G. Administrative Needs

H. Disaster Response

IV. PLAN TO MEET IDENTIFIED NEEDS

A. Alternative Methods of Meeting Needs

1. New System Facilities

a) Transfer

b) Hazardous Waste

c) Material Recovery

2. Metro South

a) Transfer

(1) Capital

(2) Operating

b) Hazardous Waste

(1) Capital

(2) Operating

SAMPLE PERSONAL SERVICES AGREEMENT

METRO CONTRACT NO.

SAMPLE PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the 1992 Metro Charter, located at 600 NE Grand Avenue, Portland, Oregon 97232, and_____, referred to herein as "Contractor," located at _____.

In exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Duration. This personal services agreement shall be effective on the last signature date below and shall remain in effect until and including June 30, 1997, unless terminated or extended as provided in this Agreement.

2. Scope of Work. Contractor shall provide all services and materials specified in the attached "Exhibit A -- Scope of Work," which is incorporated into this Agreement by reference. All services and materials shall be provided by Contractor in accordance with the Scope of Work, in a competent and professional manner. To the extent that the Scope of Work contains additional contract provisions or waives any provision in the body of this Agreement, the Scope of Work shall control.

3. Payment. Metro shall pay Contractor for services performed and materials delivered in the amounts, manner and at the times specified in the Scope of Work for a maximum sum not to exceed _____AND NO/100 DOLLARS ($0,000.00).

4. Insurance. CONTRACTOR shall provide METRO with a certificate of insurance complying with this article and naming METRO as an insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

a. Contractor shall purchase and maintain at the Contractor's expense, the following types of insurance, covering the Contractor, its employees, and agents:

(1) Broad form comprehensive general liability insurance covering bodily injury and property damage, with automatic coverage for premises, operations, and product liability. The policy must be endorsed with contractual liability coverage; and

(2) Automobile bodily injury and property damage liability insurance.

b. Insurance coverage shall be a minimum of $500,000 per occurrence. If coverage is written with an annual aggregate limit, the aggregate limit shall not be less than $1,000,000.

c. Metro, its elected officials, departments, employees, and agents shall be named as ADDITIONAL INSUREDS. Notice of any material change or policy cancellation shall be provided to Metro 30 days prior to the change or cancellation.

d. Contractor, its subcontractors, if any, and all employers working under this Agreement that are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide Workers' Compensation coverage for all their subject workers. Contractor shall provide Metro with certification of Workers' Compensation insurance including employer's liability. If Contractor has no employees and will perform the work without the assistance of others, a certificate to that effect may be attached, as Exhibit B, in lieu of the certificate showing current Workers' Compensation.

e. If required by the Scope of Work, Contractor shall maintain for the duration of this Agreement professional liability insurance covering personal injury and property damage arising from errors, omissions, or malpractice. Coverage shall be in the minimum amount of $500,000. Contractor shall provide to Metro a certificate of this insurance, and 30 days' advance notice of material change or cancellation.

5. Indemnification. Contractor shall indemnify and hold Metro, its agents, employees and elected officials harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Agreement, or with any patent infringement or copyright claims arising out of the use of Contractor's designs or other materials by Metro and for any claims or disputes involving subcontractors.

6. Maintenance of Records. Contractor shall maintain all of its records relating to the Scope of Work on a generally recognized accounting basis and allow Metro the opportunity to inspect and/or copy such records at a convenient place during normal business hours. All required records shall be maintained by Contractor for three years after Metro makes final payment and all other pending matters are closed.

7. Ownership of Documents. All documents of any nature including, but not limited to, reports, drawings, works of art and photographs, produced by Contractor pursuant to this Agreement are the property of Metro, and it is agreed by the parties that such documents are works made for hire. Contractor hereby conveys, transfers, and grants to Metro all rights of reproduction and the copyright to all such documents.

8. Project Information. Contractor shall share all project information and fully cooperate with Metro, informing Metro of all aspects of the project including actual or potential problems or defects. Contractor shall abstain from releasing any information or project news without the prior and specific written approval of Metro.

9. Independent Contractor Status. Contractor shall be an independent contractor for all purposes and shall be entitled only to the compensation provided for in this Agreement. Under no circumstances shall Contractor be considered an employee of Metro. Contractor shall provide all tools or equipment necessary to carry out this Agreement, and shall exercise complete control in achieving the results specified in the Scope of Work. Contractor is solely responsible for its performance under this Agreement and the quality of its work; for obtaining

and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement. Contractor shall identify and certify tax status and identification number through execution of IRS form W-9 prior to submitting any request for payment to Metro.

10. Right to Withhold Payments. Metro shall have the right to withhold from payments due to Contractor such sums as necessary, in Metro's sole opinion, to protect Metro against any loss, damage, or claim which may result from Contractor's performance or failure to perform under this Agreement or the failure of Contractor to make proper payment to any suppliers or subcontractors.

11. State and Federal Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279, and the recycling provisions of ORS 279.545 - 279.650, to the extent those provisions apply to this Agreement. All such provisions required to be included in this Agreement are incorporated herein by reference. Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations including those of the Americans with Disabilities Act.

12. Situs. The situs of this Agreement is Portland, Oregon. Any litigation over this agreement shall be governed by the laws of the state of Oregon and shall be conducted in the circuit court of the state of Oregon, for Multnomah County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

13. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstance, be assigned or transferred by either party.

14. Termination. This Agreement may be terminated by mutual consent of the parties. In addition, Metro may terminate this Agreement by giving Contractor five days prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Termination shall not excuse payment for expenses properly incurred prior to notice of termination, but neither party shall be liable for indirect or consequential damages arising from termination under this section.

15. No Waiver of Claims. The failure to enforce any provision of this Agreement shall not constitute a waiver by Metro of that or any other provision.

16. Modification. Notwithstanding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be modified in a writing signed by both parties.

	METRO
Signature	Signature
Print name and title	Print name and title
Date	Date

Renewal & Replacement Assets Summary

INVENTORY OF CAPITAL ASSETS

METRO CENTRAL (MC)

ITEM	PLACE	NUM	CAP	DESCRIPTION	YEAR INSTALL	LIFE CYCLE	REPLACEMENT COST (1993)	CYCLES	TOTAL NEW INVESTMENT
1	MC	S1.0	N	MAIN PROCESSING BUILDING	1991	35	5,451,600	0	0
2	MC	S1.1	Y	METAL ROOF & DECK	1991	15	600,000	1	600,000
3	MC	S1.2	Y	METAL WALL SYSTEM	1991	20	98,500	1	98,500
4	MC	S1.3	Y	CONCRETE FLOOR	1991	12	99,120	1	99,120
5	MC	S1.4	Y	VENTILATION SYSTEM	1991	15	92,000	1	92,000
6	MC	S1.5	N	PAINT STRUCTURAL MEMBERS	1991	10	211,000	0	0
7	MC	S2.0	N	CONTRACTORS OFFICE	1991	35	403,300	0	0
8	MC	S2.1	Y	HVAC: CONTRACTOR'S OFFICE	1991	15	48,000	1	48,000
9	MC	S3.0	N	METRO OFFICE	1991	35	147,600	0	0
10	MC	S3.1	Y	HVAC: METRO OFFICE	1991	15	17,700	1	17,700
11	MC	S4.0	N	SCALE HOUSE #1	1991	35	56,000	0	0
12	MC	S4.1	N	HVAC: SCALE HOUSE 1	1991	15	6,720	0	0
13	MC	S5.0	N	SCALE HOUSE #2	1991	35	56,000	0	0
14	MC	S5.1	N	HVAC: SCALE HOUSE 2	1991	15	6,720	0	0
15	MC	S6.0	N	SCALE HOUSE #3	1991	35	56,000	0	0
16	MC	S6.1	N	HVAC: SCALE HOUSE 3	1991	15	6,720	0	0
17	MC	S7.0	N	HHW BUILDING	1993	35	910,000	0	0
18	MC	S7.1	Y	HAZ-WASTE VENTILATION SYS.	1993	15	100,000	1	100,000
19	MC	E1.0	Y	SCALE #1	1991	20	32,350	1	32,350
20	MC	E1.1	N	LOAD CELLS	1991	2	4,000	0	0
21	MC	E2.0	Y	SCALE #2	1991	20	32,350	1	32,350
22	MC	E2.1	N	LOAD CELLS	1991	2	4,000	0	0
23	MC	E3.0	Y	SCALE #3	1991	20	32,350	1	32,350
24	MC	E3.1	N	LOAD CELLS	1991	2	4,000	0	0
25	MC	E4.0	Y	SCALE #4	1991	20	50,000	1	50,000
26	MC	E4.1	N	LOAD CELLS	1991	2	4,000	0	0
27	MC	E5.0	Y	AMFAB SINGLE BALE COMPACTOR	1991	20	725,000	1	725,000
28	MC	E5.1	N	CYLINDER	1991	2	128,000	0	0
29	MC	E5.2	Y	FEED CONVEYOR	1991	12	212,100	1	212,100
30	MC	E5.3	N	PLATEN	1991	1	5,000	0	0
31	MC	E5.4	N	HYDRAULIC POWER PACK PUMP	1991	3	4,000	0	0
32	MC	E5.5	N	LOAD CELLS	1991	2	4,000	0	0
33	MC	E5.6	N	CONVEYOR BELTING	1991	0.5	4,500	0	0
34	MC	E6.0	Y	SSI COMPACTOR #1	1991	20	725,000	1	725,000
35	MC	E6.1	N	CYLINDER	1991	2	128,000	0	0
36	MC	E6.2	Y	FEED CONVEYOR	1991	12	212,100	1	212,100
37	MC	E6.3	N	PLATEN	1991	1	5,000	0	0
38	MC	E6.4	N	HYDRAULIC POWER PACK	1991	3	4,000	0	0
39	MC	E6.5	N	LOAD CELLS	1991	2	4,000	0	0
40	MC	E6.6	N	CONVEYOR BELTING	1991	0.5	4,500	0	0
41	MC	E7.0	Y	SSI COMPACTOR #2	1991	20	725,000	1	725,000
42	MC	E7.1	N	CYLINDER	1991	2	128,000	0	0
43	MC	E7.2	Y	FEED CONVEYOR	1991	12	212,100	1	212,100
44	MC	E7.3	N	PLATEN	1991	1	5,000	0	0
45	MC	E7.4	N	HYDRAULIC POWER PACK PUMP	1991	3	4,000	0	0
46	MC	E7.5	N	LOAD CELLS	1991	2	4,000	0	0
47	MC	E7.6	N	CONVEYOR BELTING	1991	0.5	7,500	0	0
48	MC	E8.0	N	MSW #1 LINE	1991	15	970,000	0	0
49	MC	E8.1	Y	GRAPPLER	1991	15	75,000	1	75,000
50	MC	E8.2	Y	DISC SCREEN #1	1991	15	125,000	1	125,000
51	MC	E8.3	Y	DISC SCREEN #2	1991	15	100,000	1	100,000
52	MC	E8.4	Y	ROTARY AIR SEPARATORS #1	1991	8	25,000	2	50,000
53	MC	E8.5	Y	ROTARY AIR SEPARATORS #2	1991	8	25,000	2	50,000
54	MC	E8.6	Y	MAGNETIC SEPARATORS (2)	1991	15	30,000	1	30,000
55	MC	E8.7	Y	AIR KNIFE	1991	15	30,000	1	30,000
56	MC	E8.8	Y	CONVEYOR SYSTEM	1991	15	400,000	1	400,000
57	MC	E8.9	N	BELTING	1991	0.5	30,000	0	0
58	MC	E9.0	N	BALER LINE	1991	15	308,500	0	0
59	MC	E9.1	Y	BALER CONVEYOR	1991	12	130,000	1	130,000
60	MC	E9.2	Y	BALER	1991	20	250,000	1	250,000
61	MC	E9.3	N	CONVEYOR BELTING	1991	0.5	7,500	0	0
62	MC	E10.0	N	WOOD LINE	1991	15	1,591,800	0	0
63	MC	E10.1	Y	GRAPPLER	1991	15	75,000	1	75,000

Note: "Y" in CAP column means that this item is included in the Renewal and Replacement Account.

INVENTORY OF CAPITAL ASSETS

METRO CENTRAL (MC)

ITEM	PLACE	NUM	CAP	DESCRIPTION	YEAR INSTALL	LIFE CYCLE	REPLACEMENT COST (1993)	CYCLES	TOTAL NEW INVESTMENT
64	MC	E10.2	Y	SSI SHREDDER (SLOW SPEED)	1991	10	500,000	2	1,000,000
65	MC	E10.3	Y	DURA-QUIP SHREDDER (HI-SPEED)	1991	10	350,000	2	700,000
66	MC	E10.4	Y	MAGNETIC SEPARATORS (2)	1991	15	40,000	1	40,000
67	MC	E10.5	Y	BELT CONVEYOR SYSTEMS (2)	1991	12	350,000	1	350,000
68	MC	E10.6	N	BELTING	1991	0.5	15,000	0	0
69	MC	E10.7	Y	TRUCK LOADING & DIST. SYSTEM	1991	10	50000	2	100,000
70	MC	E11.0	Y	AIR-O-DYNE DUST SYSTEM	1991	15	435,000	1	435,000
71	MC	E12.0	N	300 kV STAND-BY GENERATOR	1991	25	95,000	0	0
72	MC	U1.0	Y	WASH RACK SYSTEM	1991	20	114,600	1	114,600
73	MC	U2.0	N	AIR SUPPLY SYSTEM	1991	20	52,000	0	0

Note: "Y" in CAP column means that this item is included in the Renewal and Replacement Account.

INVENTORY OF CAPITAL ASSETS

METRO SOUTH (MS)

ITEM	PLACE	NUM	CAP	DESCRIPTION	YEAR INSTALL	LIFE CYCLE	REPLACEMENT COST (1993)	CYCLES	TOTAL NEW INVESTMENT
1	MS	S1.0	N	MAIN PROCESSING BUILDING	1983	35	1,320,000	0	0
2	MS	S1.1	Y	METAL ROOF & DECK	1993	15	300,000	1	300,000
3	MS	S1.2	Y	METAL WALL SYSTEM	1983	20	102,000	1	102,000
4	MS	S1.3	Y	CONCRETE FLOOR	1983	12	24,000	2	48,000
5	MS	S1.4	Y	VENTILATION SYSTEM	1993	15	150,000	1	150,000
6	MS	S1.5	N	PAINT STRUCTURAL MEMBERS	1993	10	64,000	0	0
7	MS	S2.0	N	SCALE HOUSE #1	1983	35	63,000	0	0
8	MS	S2.1	N	HVAC: SCALE HOUSE 1	1983	15	8,000	0	0
9	MS	S3.0	N	SCALE HOUSE #2	1991	35	52,500	0	0
10	MS	S3.1	N	HVAC: SCALE HOUSE 2	1991	15	7,000	0	0
11	MS	S4.0	N	HHW BUILDING	1992	35	1,040,000	0	0
12	MS	S4.1	Y	HAZ-WASTE VENTILATION SYS.	1992	15	100,000	1	100,000
13	MS	E1.0	Y	SCALE #1	1983	20	32,350	1	32,350
14	MS	E1.1	N	LOAD CELLS	1983	2	4,000	0	0
15	MS	E2.0	Y	SCALE #2	1991	20	32,350	1	32,350
16	MS	E2.1	N	LOAD CELLS	1991	2	4,000	0	0
17	MS	E3.0	Y	SCALE #3	1991	20	24,300	1	24,300
18	MS	E3.1	N	LOAD CELLS	1991	2	4,000	0	0
19	MS	E4.0	Y	SCALE #4	1991	20	50,000	1	50,000
20	MS	E4.1	N	LOAD CELLS	1991	2	4,000	0	0
21	MS	E5.0	Y	AMFAB COMPACTOR	1991	20	725,000	1	725,000
22	MS	E5.1	N	CYLINDERS	1991	2	128,000	0	0
23	MS	E5.2	N	PLATEN	1993	1	5,000	0	0
24	MS	E5.3	N	HYDRAULIC POWER PACK PUMP	1991	3	4,000	0	0
25	MS	E5.4	N	LOAD CELLS	1991	2	4,000	0	0
26	MS	E6.0	Y	SSI COMPACTOR	1991	20	725,000	1	725,000
27	MS	E6.1	N	CYLINDERS	1991	2	128,000	0	0
28	MS	E6.2	N	PLATEN	1993	1	5,000	0	0
29	MS	E6.3	N	HYDRAULIC POWER PACK	1991	3	4,000	0	0
30	MS	E6.5	N	LOAD CELLS	1991	2	4,000	0	0
31	MS	E7.0	N	200 kW STAND-BY GENERATOR	1992	25	67,000	0	0
32	MS	E8.0	N	WALKING FLOOR	1991	25	100,000	0	0
33	MS	U1.0	Y	3 SANITARY SEWER LIFT PUMPS	1991	15	39,500	1	39,500
34	MS	U2.0	Y	2 STORM DRAINAGE LIFT PUMPS	1991	15	25,000	1	25,000
35	MS	U3.0	Y	WASH RACK	1991	20	114,600	1	114,600
				TOTALS			5,463,600		2,468,100

Note: "Y" in CAP column means that this item is included in the Renewal and Replacement Account.

INVENTORY OF CAPITAL ASSETS

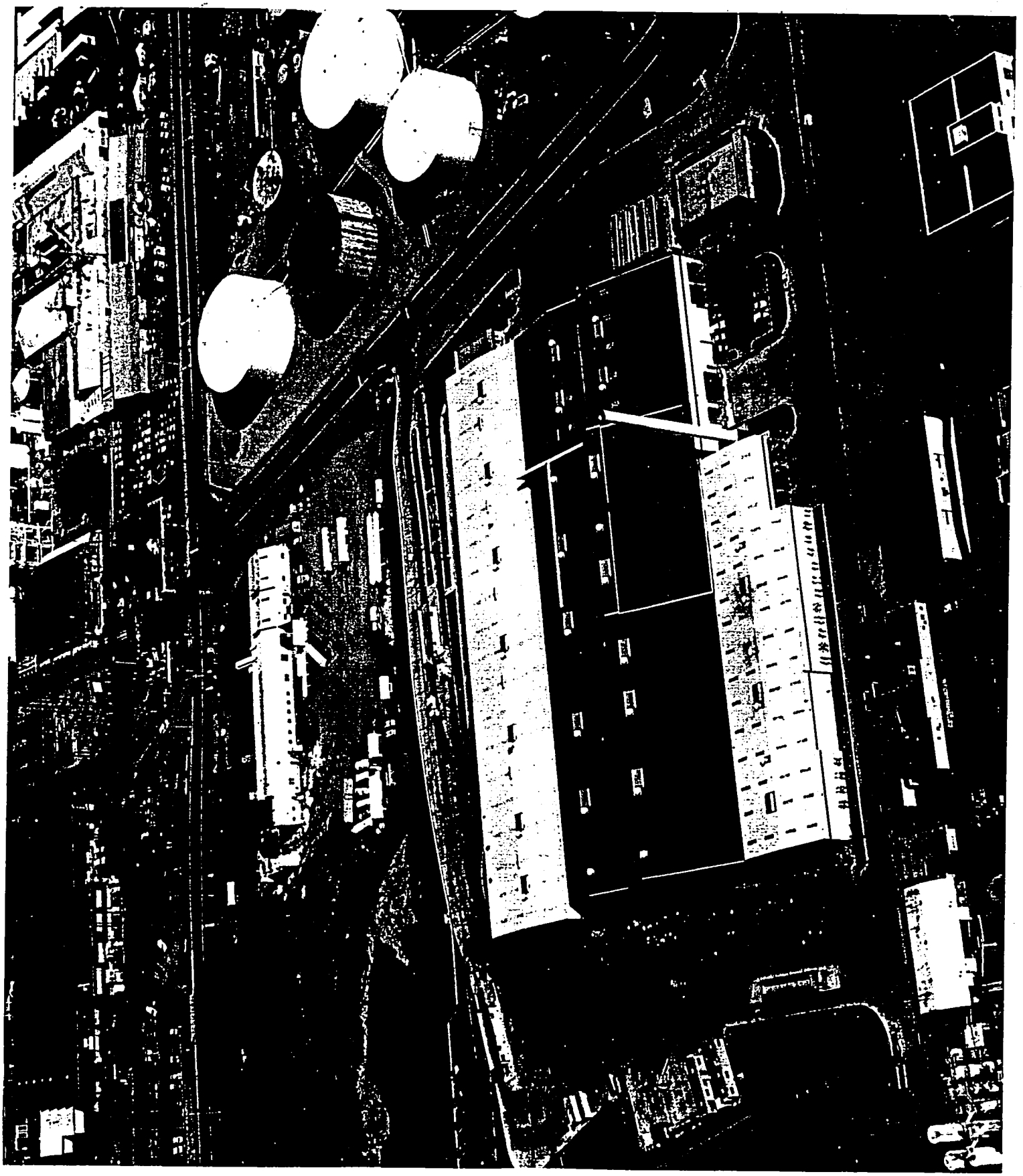
ST. JOHN'S LANDFILL (SJ)

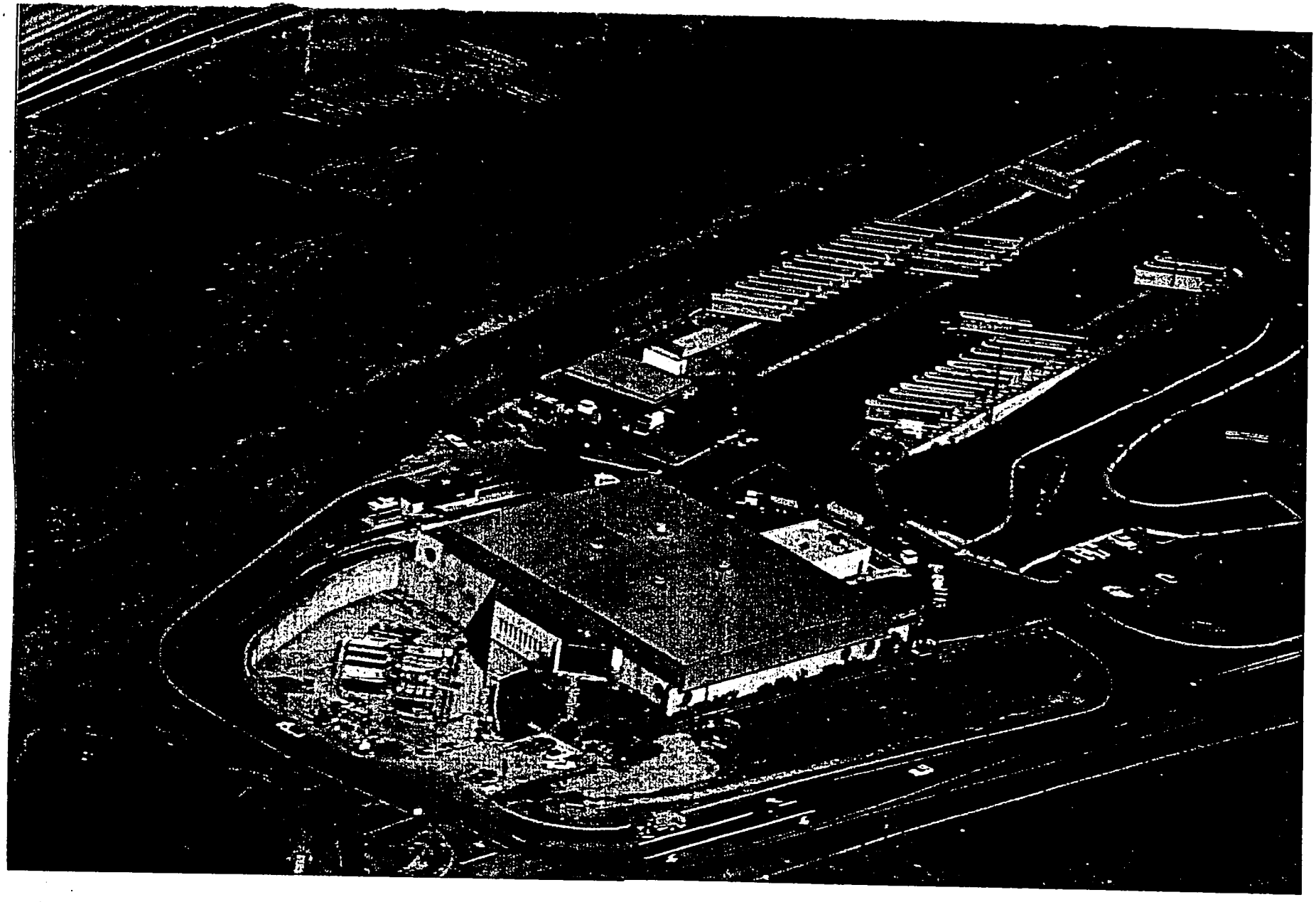
ITEM	PLACE	NUM	CAP	DESCRIPTION	YEAR INSTALL	LIFE CYCLE	REPLACEMENT COST (1993)	CYCLES	TOTAL NEW INVESTMENT	
1	SJ	S1.0	N	INCINERATOR ROAD BRIDGE	1957	55	1,200,000	0		0
2	SJ	U1.0	N	FIRE PUMP SYSTEM	1957	55	50,000	0		0
				TOTALS			1,250,000			0

Note: "Y" in CAP column means that this item is included in the Renewal and Replacement Account.

Aerial Photos of Transfer Facilities

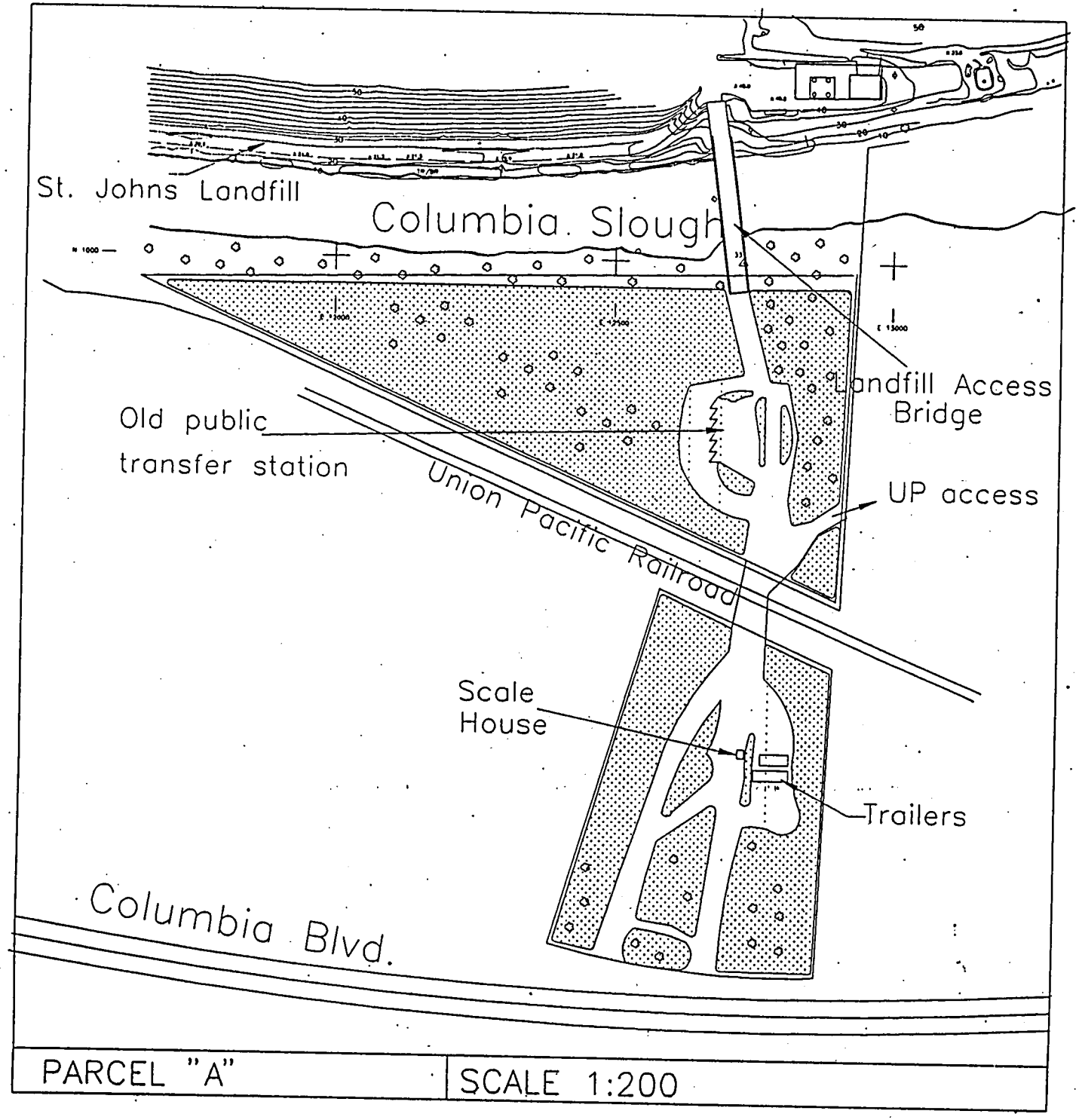
Metro Central Station





Metro South Station

Map of Landfill



Attachment "A"

Metro South Capital Improvements Memo of 10-7-96

M E M O R A N D U M

METRO

DATE: October 7, 1996

TO: Terry Petersen, Environmental Services Manager
Jim Watkins, Engineering & Analysis Manager

FROM: Paul Ehinger, Senior Engineer

RE: Capital Improvements at Metro South

Capital improvement planning was begun this year at the Metro South Transfer Station. While this effort had been anticipated, a number of events made this planning effort more critical. Storms and floods damaged some of the facilities on the site and the volume of transactions increased to the point that long delays were experienced during peak hours. Metro staff has been reviewing the operations at the transfer station to determine how service can be improved and how the station can be utilized to meet regional goals. The following is a brief summary of this effort to date.

Needs Assessment

Customer Service

Metro South Station handles approximately 190,000 transactions each year and a total of over 350,000 tons of solid waste. About 60 percent of these transactions are public self haul customers who utilize small vehicles to haul their waste to the transfer station. The public self haul customers account for only 11 percent of the waste volume. This volume of traffic can result in lines of vehicles extending out of the station back to the highway. An analysis of data from the station indicates that commercial usage of the facility has remained relatively constant over the last three years, while use by the public has increased by more than 12 percent over the same period. Graphs showing the average number of monthly transactions are attached.

A review of station operations was conducted to determine the cause of the long waits at the station. This review determined that the long waits are the result of insufficient floor space for unloading vehicles. The "design or nominal capacity of the station is approximately 45 to 50 commercial vehicles per hour and 35 to 40 self haul vehicles per hour. It should be noted that these capacities are nominal or"design capacities." At maximum efficiency, these rates could be exceeded. These rates are equaled or exceeded frequently during the summer, due to self haul transactions, causing traffic jams on the site and creating delays on the outbound scale.

Inbound scalehouse capacity is not a factor in the long lines at Metro South. The commercial scalehouse can handle at least 80 vehicles per hour and the public scales can handle approximately 50 vehicles per hour. Inbound scalehouse capacity of 130 vehicles per hour exceeds the nominal

transfer station capacity. On weekends when the traffic is primarily private vehicles, the inbound capacity is approximately 80 vehicles per hour.

Since the station operates at or near its design capacity during peak hours, it is difficult to accommodate recycling, inspections for unacceptable waste, or other activities on the site without adversely impacting the station's customers. For example, the use of one stall on the commercial side for other activities, reduces the commercial transfer capacity by over 10 percent.

Occasionally, due to equipment failure or unusually large waste volumes, long waits can result from limits on the capacity to compact waste which causes the pit to fill. When the volume of waste exceeds the capacity to compact the waste into transfer trailers, vehicles must wait until more space is provided in the pit so that they can dump. Delays due to an inability to handle the waste volumes received are relatively rare, even thought the station was originally designed to handle 800 tons per day. The station currently averages over 1,400 tons per day from Monday through Friday, with peak days approaching 2,000 tons.

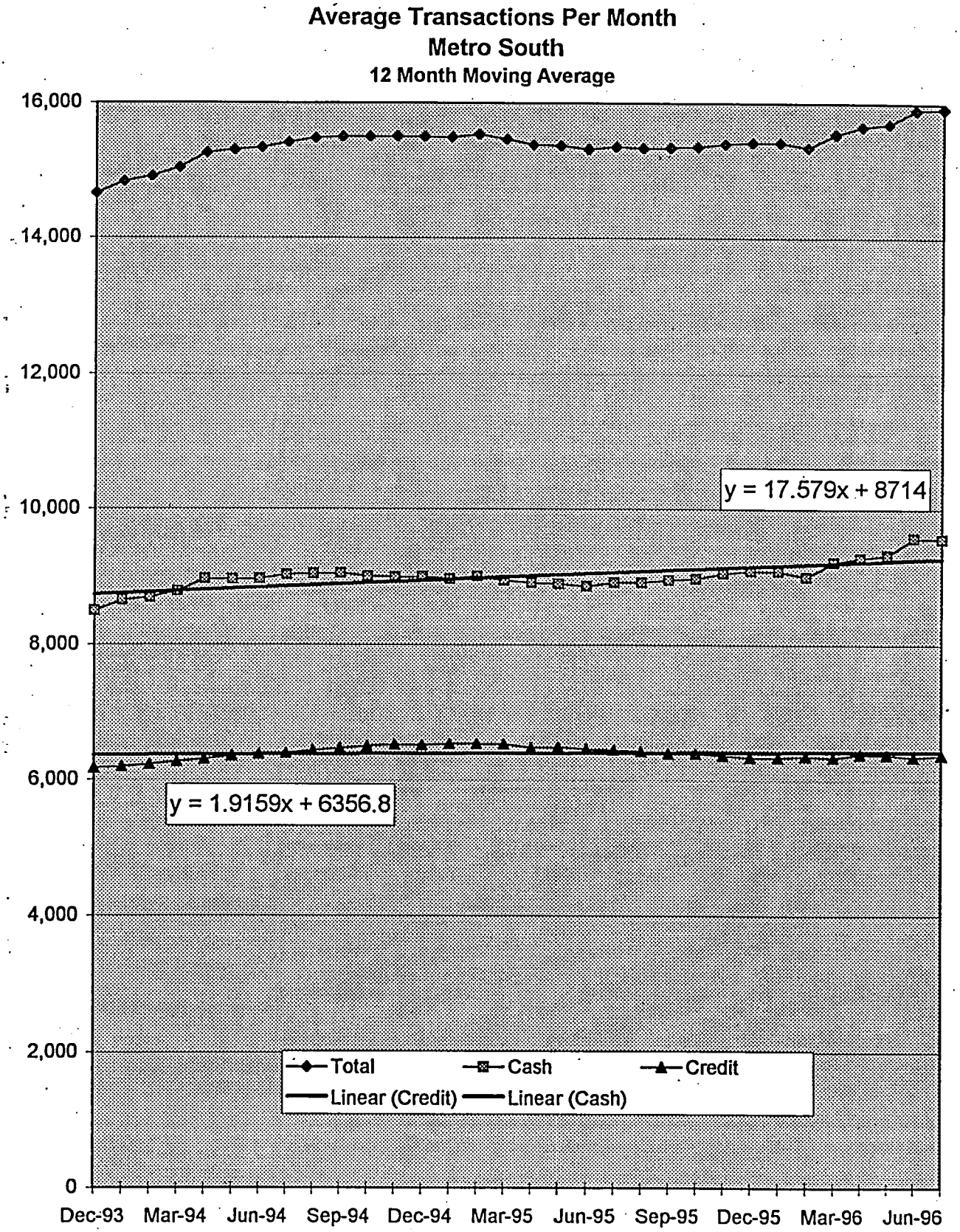
Materials Handling and Recovery

Recovery rates at Metro South have consistently run at 1 percent or less while the station has been in operation. This low rate is due primarily to the fact that the station was not designed to facilitate materials recovery. The only designated recovery area on the site is located after the scales and receives little use by self haul customers. The volume of traffic at the station has precluded additional opportunities for recovery by hand because of the adverse impact on customer service. The location of the public recycling area after the scales makes it difficult for the public to use this area and probably reduces usage.

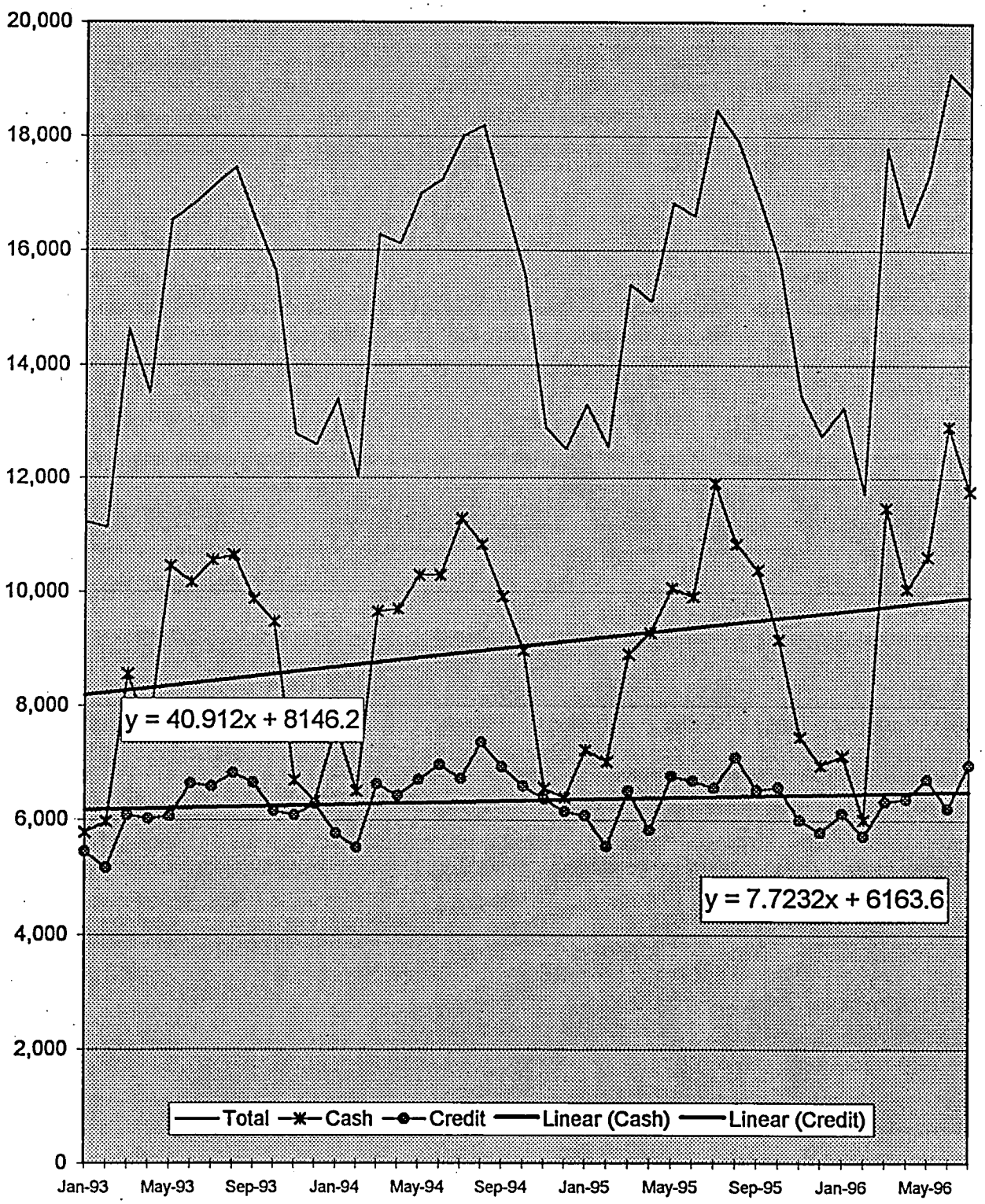
A number of material recovery strategies under consideration would have Metro consolidate loads of particular materials at its transfer stations for shipment to processors. Source separated organics are an example. Metro South is not well suited for this operation.

Operational Efficiency and Employee Safety

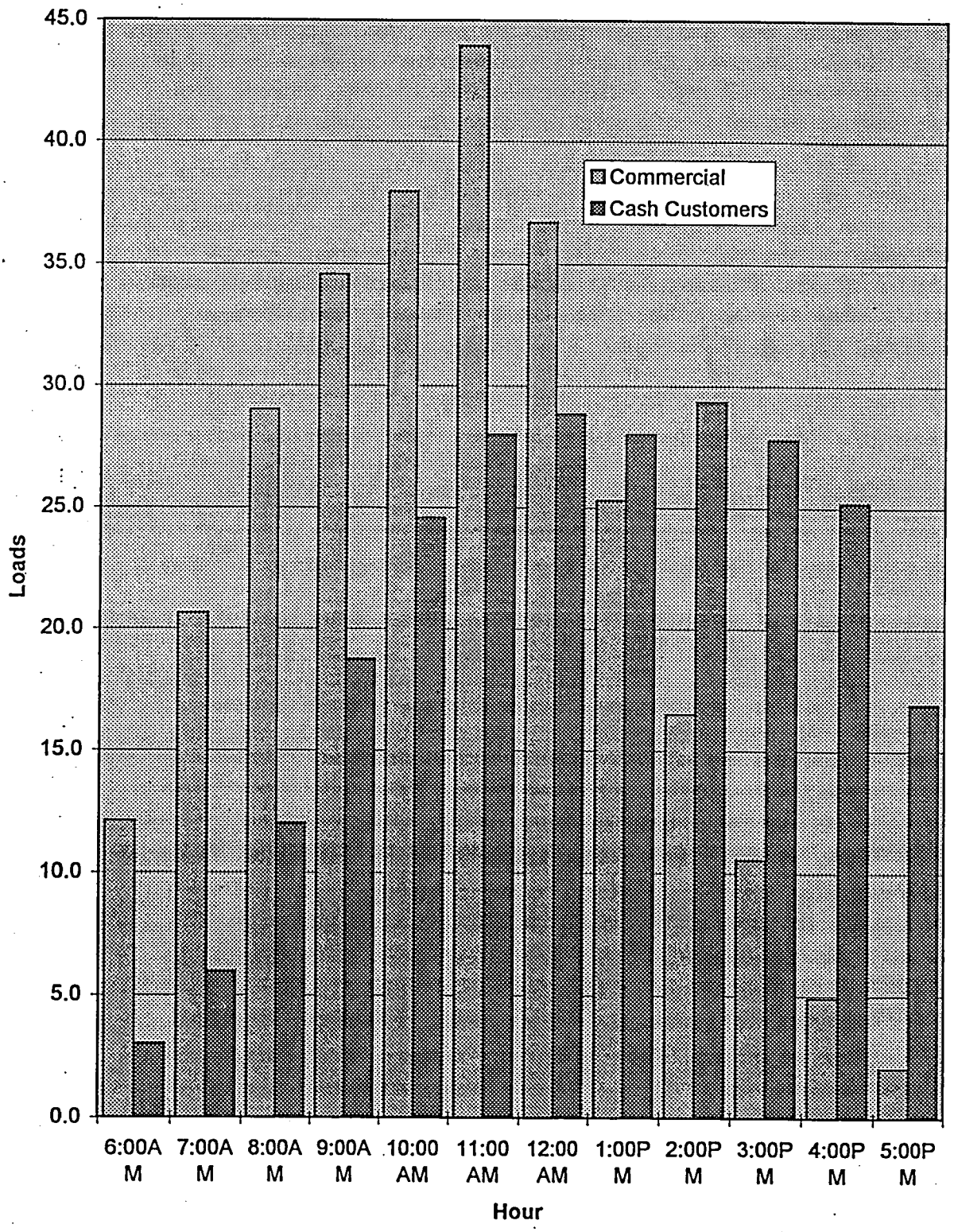
Waste loading and traffic has increased beyond the levels expected when it was designed. This increased traffic has produced the need for additional support facilities and modifications to the traffic patterns at the site to improve efficiency of operation. The increase in usage has also created poor working conditions for Metro's employees and the employees of Metro's operations contractor. Lunch room and shower facilities for the Hazardous Waste Facility, which were required by OSHA, were destroyed by flooding and need to be replaced.


Average Transactions Per Month
Metro South
12 Month Moving Average
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
y = 17.579x + 8714
y = 1.9159x + 6356.8
Total
Cash
Credit
Linear (Credit)
Linear (Cash)
Dec-93
Mar-94
Jun-94
Sep-94
Dec-94
Mar-95
Jun-95
Sep-95
Dec-95
Mar-96
Jun-96

Monthly Transactions at Metro South



Weekday Loads @ Metro South
FY 95-96



Load Inspection

Metro is required to have a program for inspecting loads to prevent the disposal of unacceptable wastes such as infections medical wastes, hazardous wastes, radioactive material and other wastes whose disposal in a landfill is illegal or environmentally hazardous. These inspections require that selected loads be dumped on the tipping floor for inspection. Since this reduces the tipping capacity, Metro is forced to avoid these inspections at peak times or to make these mandated inspections at the expense of increased hauler waits.

Hazardous Waste Facility

Metro has been developing plans for the construction of a latex paint recycling facility at Metro South Station to improve working conditions and lower costs. Flood repairs on the Hazardous Waste Facility which was inundated earlier this year, cost Metro in excess of $250,000.

Capital Improvement Planning

Early this summer we retained the services of URS Consultants to assist Metro in developing a plan for capital improvements at Metro South. They developed a number of site plans which addressed the problems discussed above. Ten projects were identified which will improve the performance and efficiency of the operations at Metro South Station. These are:

Widen Entrance Road - The entrance road to Metro South currently has two outbound turn lanes and one inbound lane. The entry road then narrows to two lanes. This project would widen the two lane section and convert one outbound lane to an inbound lane which will increase the effective queuing length available and allow separation of the public and commercial traffic prior to the scales. Some of the delays caused when the self haul vehicle queue extends back to the two lane section of road will be eliminated. The cost of this project is estimated to be about $58,000.

New Scale/Automation - Commercial and self haul vehicles are delayed in leaving the site during peak hours since there is only one outbound scale on the site. The addition of a new scale will reduce this problem. The project cost is estimated to be approximately $60,000, exclusive of previously budgeted automated weighing equipment. This new scale will be used in conjunction with the installation of automated weighing equipment for commercial vehicles.

Transfer Building Expansion -Space is available near the commercial entrance to the transfer station to add about 2500 square feet to the tipping floor. This space will provide an area to segregate and store wastes for special handling without impacting normal station operations. The cost of this expansion will be approximately $200,000. Minor modifications to the transfer floor are also included in these costs.

New Public Transfer Area - The current public transfer area in the transfer station is too small to handle the demand during peak hours. This causes many of the delays experienced on the site. The congestion in the public unloading area and its configuration also cause some safety risks for Metro's customers. These problems can be alleviated by construction of a new public only transfer area in a portion of the site currently used for parking transfer vehicles. Proposed traffic patterns would eliminate most of the conflicts between the public and commercial vehicles. This facility could also be constructed to facilitate loading of recoverable materials into top loading

trailers. The cost of this facility will range between $400,000 and $600,000 depending on its location on the site and the type of container used to move the waste.

Recycling Drop-off Center - The public currently drops off recyclable materials in an area between the scalehouses and the transfer building. These customers must cross the scales to get to the recycling drop-off facility. It is desirable to locate these facilities prior to the scales to reduce traffic impacts and to encourage recycling. If the household hazardous waste facility is moved this facility could be located at the current location of the HW building. The cost of removing the HW facility and constructing the recycling drop-off area is approximately $250,000.

Relocate Truck Wash - The truck wash at Metro South is located in the area between the scalehouses and other areas of the site which could be used for other waste handling facilities. The truck wash was damaged in last years wind storm and repairs have been delayed to determine whether or not the truck wash will be moved. Moving the truck wash will eliminate some traffic congestion and is necessary for the construction of a new public transfer area and the relocation of the hazardous waste facility. In addition there have been violations of the industrial waste discharge permit at this facility. A redesign of the truck wash will reduce the likelihood of future violations. The cost of relocating the truck will be approximately $90,000. Demolition alone will be about $10,000 of this cost.

Material Recovery Equipment - If a new public transfer facility is developed at Metro South, the current public area can be used for commercial vehicles. This would provide sufficient space to direct select loads to this portion of the station for processing. A new sorting line in the current public transfer area will facilitate the recovery from these select loads. This equipment will cost approximately $180,000. Investment in this equipment should be deferred until the impact of new MRF's is determined.

Office Space, Lunchroom and Showers - Due to the growth in activities at Metro South additional facilities are needed for administrative activities and to provide adequate working conditions for our employees on site. Shower facilities and a lunchroom are needed for Metro employees. These facilities are currently located in a trailer on-site adjacent to the hazardous waste facility. Shower facilities are required for the hazardous waste employees. These facilities could be installed as part of a relocation of the hazardous waste facility or the new latex facility. The cost of these improvements will vary between $50,000 and $150,000 depending on their location and what other improvements are made on the site.

Latex Processing Building - Processing of latex paint is currently done in a tunnel beneath the pit in the transfer building. Working conditions in this area are unacceptable. This years flood put the latex operation out of service for an extended period this year. Construction of a new building is already budgeted. This project, including equipment will cost approximately $300,000. Depending on the location of the building some of the needed administrative facilities could be located in this building.

Relocate Hazardous Waste Facility - The HW facility sustained extensive damage during the floods this year. Moving this facility to higher ground will significantly reduce the risk of flooding and allow modifications which will improve customer service and operating efficiencies. The cost of constructing a facility similar to the existing building is estimated to be about $1.5 million. A lower cost may be achieved by working with Metro's hazardous waste staff to implement design changes which would lower the construction cost.

A table is provided which shows the proposed improvements described above and identifies the objectives which each improvement addresses.

The costs of these projects are summarized in the following table.

Proposed Capital Improvements *Metro South Transfer Station*	
Project	*Project Costs*
Widen Entrance Road	$58,000
New Scale/Automation	$60,000
Expand Transfer Building	$200,000
Construct New Public Transfer Area	$400,000 to $600,000
Provide Recycling Drop-off Center	$250,000
Relocate Truck Wash	$90,000
Install Material Recovery Equipment	$180,000
Provide Office Space, Showers, Lunchroom	$50,000 to $150,000
Construct Latex Building	$300,000
Relocate HHW Building	$1,500,000

A table showing the benefits of the capital improvements listed above is attached. Management practice which can help the problems identified at Metro South were also evaluated. These are also listed in the attached table.

Metro South Transfer Station
Preliminary Capital Improvement Analysis

Proposed Capital Improvements										
Project Benefits	Increase Station Capacity	Reduce Wait Time	Increase Material Recovery	Improve Worker Safety	Improve Material Handling	Improve Flood Protection	Improve Customer Safety	Required for Other Improvements	Reduce Operating Costs	Improved Environmentl safety
Project										
Widen Entrance Road		+		+			+			
New Scale/Automation		+		+						
Expand Transfer Building	+	+	+	+	+		+			
Construct New Public Transfer Area	+	+	+	+	+		+			
Provide Recycling Dropoff Center		+	+	+			+			
Relocate Truck Wash		+						+		+
Install Material Recovery Equipment			+		+					
Provide Office Space, Showers, Lunchroom				+						
Construct Latex Building			+	+		+			+	
Relocate HHW Building				+		+				+
Other Management Practices										
Provide Unloading Assistance	+	+	+				+		-	
Provide Traffic Control Personnel		+					+		-	
Improved Flood Response Plan						+				
Tare Weights for Commercial Vehicles		+							+	
Peak Hour Pricing		?								-
Non-weight Based Fees for Public		+								
Limit Access to Public		+*	-							-

Items in bold type have already been implemented.
* Reduces wait for commercial vehicles only.
? Impact uncertain.
- Negative impact

PE:clk
cc: Penny Erickson, Facilities Supervisor
Jim Quinn, Hazardous Waste Supervisor

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CIP Summary

Capital Projects Summary

General Account – Capital Reserve	Prior Years	97-98	98-99	99-00	00-01	01-02	Total	Funding Source
Metro South Traffic Improvements	$184,000	$61,500					$245,500	Fund Balance
Metro South Commercial Floor Extension	137,000	84,000					221,000	Fund Balance
Metro South Public Unloading Area	163,700	524,000					687,700	Fund Balance
Metro Central Dry Waste Products	20,000	240,000					260,000	Fund Balance
Metro Central Storage and Training Rooms	132,800	27,800					160,600	Fund Balance
Metro South H2W Facility Relocation	110,000	1,347,500	$330,000				1,787,500	Fund Balance
Metro South Material Recovery		205,500	9,800				215,300	Fund Balance
Metro South & Central Video Surveillance		60,000					60,000	Fund Balance
Metro South Office Space Addition		52,000					52,000	Fund Balance
Metro South Public Recycling Drop-off				$162,800	$122,800		285,600	Fund Balance
Metro South Groundwater Recovery					130,000		130,000	Fund Balance
Totals	**$747,500**	**$2,602,300**	**$339,800**	**$162,800**	**$252,800**		**$4,105,200**	

Renewal & Replacement Account	Prior Years	97-98	98-99	99-00	00-01	01-02	Total	Funding Source
Metro South Truck Wash Relocation		$104,000					$104,000	Fund Balance
Metro Central MSW #1 Processing Line			$468,000	$468,000	468,000		1,404,000	Fund Balance
Metro South Sewer Improvements			156,000				156,000	Fund Balance
Metro South Replace Fire Sprinklers		56,000	186,000				242,000	Fund Balance
Metro South & Central Computer Network				120,000			120,000	Fund Balance
Metro South Compactor Replacement				915,000	$915,000		1,830,000	Fund Balance
Metro Central Wood Line				100,000	600,000	$600,000	1,300,000	Fund Balance
Totals		**$160,000**	**$810,000**	**$1,603,000**	**$1,983,000**	**$600,000**	**$5,156,000**	

St. Johns Landfill Account	Prior Years	97-98	98-99	99-00	00-01	01-02	Total	Funding Source
Gas Recovery	$170,000	$1,801,000					$1,971,000	Fund Balance
Maintenance Building	20,000	291,000					311,000	Fund Balance
Additional Gas Wells		71,500					71,500	Fund Balance
Additional Monitoring Wells		65,000					65,000	Fund Balance
Environmental Improvements	134,000	746,000	$590,000	$90,000	$90,000		1,650,000	Fund Balance
Closure of Parcel A	411,000	1,000,000					1,411,000	Fund Balance
Totals	**$735,000**	**$3,974,500**	**$590,000**	**$90,000**	**$90,000**		**$5,479,500**	

Regional Environmental Management Department Totals	**$1,482,500**	**$6,736,800**	**$1,739,800**	**$1,855,800**	**$2,325,800**	**$600,000**	**$14,740,700**

All capital projects are financed from fund balance.

to sell landfill gas to a neighboring industry. The Environmental Improvements are projects which may be needed to satisfy Oregon Department of Environmental Quality requirements to complete the closure of the landfill. Both gas and monitoring wells are the only projects that are not contingent on any other actions.

All of the above projects are financed from the Solid Waste Revenue fund balance. The table below shows the projected fund balance available for capital projects for the fiscal years covered by the CIP. The major assumptions used in making these projections include:

- Revenue tons will increase a total of 5 percent at Metro facilities and 6 percent at non-Metro facilities over the five-year period
- Metro Tip Fees and Regional User Charges will remain at $75 per ton and $17.50 per ton, respectively
- Transfer station, transportation and disposal contracts will be adjusted for inflation as provided in those contracts; all non-tonnage material and service costs will increase 3 percent each year
- FTE remain at the FY 1996-97 levels
- Personal service costs increase each year by the FY 1996-97 pay plan percent increase

The amounts shown for Capital Reserves, Renewal & Replacement reserves and St. Johns Closure reserves are net of the amounts allocated for the proposed capital projects to be financed from those reserves. These projections show that sufficient fund balance is available to finance all of the department's capital projects without jeopardizing operating and other reserves. Based on the forecast, the department would need to replenish its Capital Reserves by FY 1999-00.

Outreach Memo of 11-13-96

M E M O R A N D U M

METRO

DATE: November 13, 1996

TO: Local Government Recycling Coordinators

FROM: Paul Ehinger, Senior Engineer 797-1789
Kelly Shafer Hossaini, Associate Solid Waste Planner 797-1503

RE: Capital Improvement Planning for Metro Facilities

Metro Regional Environmental Management is commencing a capital improvement planning process for its three solid waste facilities: Metro South Transfer Station, Metro Central Transfer Station, and the St. John's Landfill. Attached to this memo is some information related to this process for your information and review. We will be attending the November 21, 1996 Local Government Recycling Coordinator's Meeting to discuss this planning project with you and take any comments or questions you may have.

The purpose of the capital improvement planning process is to evaluate existing facilities to determine their long and short-term needs. Short-term capital improvements will focus on relieving on-site problems such as congestion or the lack of materials recovery. Such improvements will primarily benefit facility users and increase materials recovery. Over the longer term planning horizon, facility needs will be evaluated in light of changing the disposal system and the future role of the facilities in such a system. The process will use the goals and objectives of the Regional Solid Waste Management Plan (RSWMP) as a guide.

Metro will be hiring a consultant to assist with the capital improvement planning process. The end product of this planning process will be a facilities master plan. A draft outline of the facilities master plan is attached to this memo. (Please see Attachment 1.) Some of the elements of this outline will be assigned to the consultant for completion, while others will be completed by Metro staff. Which of these elements will be whose responsibility has yet to be decided.

Some capital improvement projects for Metro South Station will begin before the completion of the overall planning process. These projects are needed to help alleviate the long wait times and vehicle queuing length currently being experienced at that transfer station. (Please see Attachment 2.) These improvements will be incorporated into the overall development of the facilities master plan.

The timeline for the capital improvement planning process is as follows:

November - December 1996	Meet with regional stakeholders: Solicit feedback about overall planning process and needed facility improvements.

December 1996	Finalize scope of work for consultant to assist with planning process. Route to stakeholders and SWAC for review and comment.
January 1997	Release request for proposals. Select consultant to assist with planning process.
February - April 1997	Develop facilities master plan. Form steering committees to review consultant submissions. SWAC review, as needed.
May 1997	Open house for general review of draft facilities master plan. SWAC review of final draft facilities master plan.
June 1997	Metro Council review and adoption of facilities master plan.

We look forward to meeting with you and discussing the capital improvements planning process. If you have any questions before the meeting, please do not hesitate to contact either Kelly or me.

KS:jc
Attachments

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Master Bond Ordinance

"Renewal and Replacement Account Requirement" shall mean:

(i) the amount determined for each Renewal and Replacement Period by the Consulting Engineer pursuant to Section 510 hereof as being the total amount which, in light of the reasonably anticipated needs of the System (to the extent such needs are permitted to be met from the moneys on deposit in the Renewal and Replacement Account as provided in Section 510 hereof), it is prudent for the Issuer to set aside in the Renewal and Replacement Account during such Renewal and Replacement Period; divided by

(ii) the number of whole calendar months in such Renewal and Replacement Period;

provided that if, in light of the reasonably anticipated needs of the System, the Consulting Engineer determines that the monthly Renewal and Replacement Account Requirements for a particular Renewal and Replacement Period, calculated as set forth above, will not produce sufficient moneys on deposit in the Renewal and Replacement Account (including anticipated investment earnings thereon) to meet such needs by the point in time during such Renewal and Replacement Period at which such needs are anticipated to arise, then and in such event the Consulting Engineer shall prepare a schedule of monthly deposits into the Renewal and Replacement Account during such Renewal and Replacement Period, which schedule shall be designed to provide sufficient moneys on deposit in the Renewal and Replacement Account (including anticipated investment earnings thereon) to meet such needs by the point in time during such Renewal and Replacement Period at which such needs are anticipated to arise, and the amounts set forth in such schedule shall constitute the monthly Renewal and Replacement Account Requirement for such Renewal and Replacement Period.

Section 510. The Renewal and Replacement Account. Prior to the issuance of the first Series of Bonds hereunder, the Issuer shall cause the Consulting Engineer to provide it with a written determination of the Renewal and Replacement Account Requirement to be applicable during the first Renewal and Replacement Period. Thereafter, commencing with the Renewal and Replacement Period beginning on July 1, 1992 and continuing with each Renewal and Replacement Period thereafter, the Issuer, prior to the first day of such Renewal and Replacement Period, shall cause the Consulting Engineer to provide it with a written determination of the Renewal and Replacement Account Requirement to be applicable during such Renewal and Replacement Period.

Pursuant to and in accordance with the priorities set forth in Section 501 hereof, following the issuance of the first Series of Bonds hereunder the Issuer shall deposit into the Renewal and Replacement Account, on the first Business Day of each month, commencing with the first such Business Day following the issuance of the first Series of Bonds hereunder, an amount equal the Renewal and Replacement Account Requirement; *provided that* nothing herein shall preclude the Issuer from depositing in the Renewal and Replacement Account, in accordance with the priorities set forth in Section 501 hereof, amounts greater than the Renewal and Replacement Account Requirement; *and provided further that* if at any time during a Renewal and Replacement Period the Issuer shall have theretofore deposited in the Renewal and Replacement Account an amount equal to the sum of the monthly Renewal and Replacement Account Requirement for such Renewal and Replacement Period, then and in such event the Issuer shall not be required to make any further deposits into the Renewal and Replacement Account during the remainder of such Renewal and Replacement Period.

Amounts in the Renewal and Replacement Account shall be applied to the payment of extraordinary repairs to or the replacement or renewal of capital assets of the System, for transfer to the Landfill Closure Account, and for payment of costs incurred for such extraordinary expenses peculiar to landfills such as, but not limited to, remedial action necessary to cure the results of landfill leachate; *provided, however, that* amounts in the Renewal and Replacement Fund shall be used for payment into the System Debt Service Account when the moneys in the Revenue Fund and the moneys in the System Reserve Account in the Debt Service Fund are insufficient therefor; *and provided further that* to the extent that, following any valuation of the investments on deposit in the Renewal and Replacement Account, the amounts on deposit in the Renewal and Replacement Account exceed the Renewal and Replacement Account Requirement, such excess may, at the discretion of the Issuer, be transferred to the General Account. Amounts in the Renewal and Replacement Account shall not be applied to the payment of costs of extensions, improvements or additions to capital assets of the System. The investments on deposit in the Renewal and Replacement Account may be valued from time to time by the Issuer, any such investments to be valued at the face value thereof (including accrued or accreted and unpaid interest) as of the valuation date.

LIST OF BACKGROUND MATERIALS AVAILABLE

The following materials are available for review at Metro or can be obtained at the charge listed. Contact Karen Green, Records and Information Specialist, at 503-797-1675.

Current operating contracts for Metro South Station - $5.00

Current operating contracts for Metro Central Station - $5.00

Annual and Monthly Reports for each facility - $3.00

Facility Drawings for Metro South Station - $12.50

Facility Drawings for Metro Central Station - $12.50

Contractor Waste Handling Procedures Manual

Metro Central Station Operations Manual (prepared by operator)

Metro Central Station Maintenance Manual (prepared by operator)

Equipment Manuals (available for viewing only)

Permits

Metro's Regional Solid Waste Management Plan

Site Emergency Action Plan

Renewal and Replacement Account - Volumes I & II

St. Johns Landfill Operating Plan

Metro Capital Improvement Plan FY 1997-98 through 2001-02

BID / RFP REVIEW FORM

RECEIVED
FEB - 5 1997
METRO Risk & Contract Management Division

Date Received by the Contract Services Division _____

> $25,000 BID # _____ < $25,000 _____

RFP # 97R-6-REM

Title of Project: Development of a Facilities Master Plan & Renewal or Replacement Account for Solid Waste Facilities

Department/Division: REM / Eng.

Est Amt: 200,000. (In budget)

Council Designation: Not SI

Originator: _____

Contact: Dave Ginen / Paul Ehinger

(Please initial)

Reviewed by: Contracts Analyst _____ 2/5/97 Date

Procurement Officer _____ 2/5/97 Date

General Counsel (>$25,000) _____ 2/5/97 Date

M/WBE Advocate _____ _____ Date

_____ _____ Date

_____ _____ Date

Comments: _____

BID / RFP REVIEW FORM

RECEIVED
FEB - 5 1997
METRO Risk & Contract Management Division

Date Received by the Contract Services Division _____

> $25,000 BID # _____ < $25,000 _____

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Department/Division: REM/Eng.

Est Amt: 200,000. (In budget)

Council Designation: Not SI

Originator: _____

Contact: Bruce Given / Paul Ehinger

(Please initial)

Reviewed by: Contracts Analyst _____ 2/5/97 Date

Procurement Officer _____ 2/5/97 Date

General Counsel (>$25,000) _____ 2/5/97 Date

M/WBE Advocate _____ _____ Date

_____ _____ Date

_____ _____ Date

Comments: _____