



October 25, 2021

Mr. Lynden Lawson  
Assistant Director of Public Works - Operations  
602 S Main Street  
Joplin, Missouri 64801

Re: **Budget Proposal for a Comprehensive Solid Waste Master Plan**

Dear Mr. Lawson:

Burns & McDonnell appreciates the opportunity to work with the City of Joplin (City) on the development of a comprehensive Solid Waste Master Plan (Plan, SWMP) and an Energy Efficiency and Diversification Evaluation (Evaluation, Energy Evaluation). Per our discussions, we have developed this budget proposal for the SWMP and Energy Evaluation.

#### **Solid Waste Management Plan Scope**

The scope of work for the SWMP is outlined in the Qualifications for Development of a Comprehensive Solid Waste Master Plan submitted to the City on June 9, 2021 by Burns & McDonnell. A summary of these services includes evaluating the City's existing solid waste system, conducting community stakeholder engagement, and setting goals and priorities for the City's solid waste services necessary for an effective solid waste management system.

The following are the Scope of Work Tasks proposed to accomplish the Solid Waste Management Plan:

Task 1: Kick-off Meeting, RFI, Project Management

Task 2: Solid Waste System Evaluation

Task 3: Stakeholder Engagement

Task 4: Evaluate Options and Establish Plan Goals and Objectives (incorporated in Task 3)

Task 5: Capital Improvement Plan

Task 6: Finalize Solid Waste Master Plan and Implementation Plan

#### **Energy Efficiency and Diversification Evaluation Scope**

The purpose of the Energy Efficiency and Diversification Evaluation (Evaluation) is to review the City's operational energy use matrix and identify opportunities to reduce energy use or diversify the sources of energy utilized. Energy is produced by many different sources, including, but not limited to, wind, solar, renewable natural gas, nuclear, and fossil fuels. Diversifying the source of energy in the City's energy matrix can help to avoid emissions and produce potential economy gain. Burns & McDonnell will review the energy matrix from municipal facilities, fleet, and wastewater treatment plants (WWTP) and provide strategy recommendations to help reduce the City's reliance on fossil fuels, identify energy efficiencies and potential investments in diversification of energy uses through renewable energy options.

The following are the Scope of Work Tasks proposed to accomplish the Energy Efficiency and Diversification Evaluation:

Task 7A: Project Kick-off and Request for Information

The purpose of the kick-off meeting is to initiate the project and confirm the project scope of work, schedule, stakeholders, and review the request-for-information (RFI). The RFI will be developed by Burns & McDonnell and provided to the City prior to the Kick-off meeting). It will include information and data needed to complete the project Scope of Work.



**Task 7B: Review Energy Sources from Municipal Facilities, Fleet and WWTP**

Burns & McDonnell will review the City’s current energy sources and usage where readily available from municipal facilities, fleet and WWTP to benchmark the current matrix. Inputs will be gathered from City provided and publicly available data from utility providers.

**Task 7C: Evaluate Opportunities for Renewable Energy and Increased Efficiency**

Utilizing the data from Task 2, Burns & McDonnell will perform a high-level evaluation on opportunities for increasing energy efficiency and investing in renewable energy. This will include details specific to available options for each of the three evaluation focus areas (facilities, fleet, and WWTP) based on best management practices.

**Task 7D: Energy Source Evaluation Report and Renewable Energy Plan**

Burns & McDonnell will compile a draft report which will include the findings of Tasks 2 and 3 as well as an implementation plan for achieving the proposed opportunities for energy efficiencies and source diversification. Further feasibility studies may be recommended based on findings. The Scope of Work includes an initial draft and a final draft to incorporate comments from City Staff.

**Assumptions**

- Burns & McDonnell will rely on information provided by the City as accurate without independent verification.
- Timeline of the project will depend on receipt of complete data including a list of facilities and utility usage from the City.

**Budget**

As your local partner, we are pleased to participate in person with the City throughout the project including for the kick-off event, meetings with staff and the Solid Waste Advisory Commission (SWAC), public open houses, and a City Council presentation. Additionally, we have limited staff located in Joplin for project support. However, understanding the evolving situation with Covid-19, we have significant experience and are prepared to adapt and shift to virtual presentations and public engagement, if requested by the City or recommended by local public health regulations. Our proposed budget, presented below, assumes that each meeting with City staff, the SWAC, and one to two sessions of a public open house will occur on the same day to minimize travel time and costs.

Task	Description	Cost
1	Kick-off Meeting, RFI, Project Management	
	Kick-off Meeting (including tour of City facilities)	\$4,100
	Request for Information	\$1,500
	Project Management	\$6,050
2	Solid Waste System Evaluation	\$5,900
3	Stakeholder Engagement	
	Two (2) Facilitated Workshop Days with Staff, SWMC, & Public Open House	\$26,850
	Virtual Survey	\$5,350
	Presentation to City Council	\$7,850
4	Evaluate Options and Establish Plan Goals and Objectives (incorporated in Task 3)	-

5	Capital Improvement Plan	\$6,950
6	Finalize Solid Waste Master Plan and Implementation Plan	\$9,900
	<b>Total for SWMP Tasks</b>	<b>\$74,450</b>
7	Energy Efficiency and Diversification Evaluation	\$22,000
	<b>Total for Tasks 1 through 7</b>	<b>\$96,450</b>

### Compensation

Burns & McDonnell requests compensation on a time and materials basis not to exceed Ninety-Six Thousand Four Hundred Fifty dollars (\$96,450) without written consent from the City. The basis of compensation shall be per the attached rate sheet (Appendix A).

We look forward to the opportunity to work with you on these scopes of work. Please contact Julie Davis at 816-769-1116 or [jdavis3@burnsmcd.com](mailto:jdavis3@burnsmcd.com) should you have questions regarding our proposal.

Sincerely,



Laura Drescher  
Project Manager



Julie Davis  
Lead Consultant



Bill Halliburton  
Principal