

City Agreement Routing Form

The Project Administrator should complete the top section of this form, once Department Head/Designee signature has been obtained, attach the specified number of agreement originals to this form (have the contractor/supplier sign all original copies before routing) and forward the documents to the City Clerk for internal city routing. The City Clerk will route the agreement to the Risk Manager for approval of insurance and indemnification requirements, to the City Attorney for approval as to legal form and to the Mayor for signature. The City Clerk will then attest/authenticate the Mayor's signature and will forward this form and remaining agreement(s) to Project Administrator.

Project Title:

Multifamily Recycling & Waste Prevention Outreach

Type of Service:

Supplier/Contractor Name:

Cascadia Consulting Group

Contract/Agreement Amount, Original:

80,000

Amended Amount:

Council Approval Date:

Nature of Funding:

Project Administrator:

Erinny Maragan

MailStop:

2NPN

Phone:

425-556-2832

Anticipated Agreement Start Date:

1/1/2010

Estimated Completion Date:

12/31/2010

Does this contract contain the purchase of technology related items/services?

YES

NO

If Yes, route to: I.S. Manager (3SFN)

I.S. Signature:

Date:

Will federal funds be used to pay for all or part of contract?

YES

NO

If Yes, check for debarment at www.sam.gov

(print results and keep a copy in project file)

Department Head/

Designee Signature:

Date:

Comments:

Account Numbers/
Distribution

140.23102.00410.55492

NIGP/Commodity Code:

ROUTING PROCESS: (_____ copies)

To: City Clerk

Date

(for routing and tracking)

Risk Manager

Date

(Signature or initials)

City Attorney

Date

(Signature or initials)

(Note: If contract exceeds Mayor's authorized signing limits, route to City Clerk (3NFN) for council approval)

Mayor

Date

(Signature or initials)

City Clerk

Date

(Signature or initials)

NOTE:

The agreement becomes fully executable once the Mayor has signed it. The Project Administrator may then forward one set of originals to the Contractor/Consultant and work may begin. The City's original will be retained by the City Clerk. Once all signatures have been obtained, forward a copy of this form to Accounts Payable, with payment instructions.

Finance use ONLY

Supplier Id

Date Received

Agreement #

Statement of Supplier Selection Form

1) Project Title/Description:

Tracking #: 4,062

Multifamily Recycling & Waste Prevention Outreach

2.) Supplier/Contractor Selected:

Cascadia Consulting Group
Amity Lumper
1109 First Avenue, Suite 400
Seattle, WA 98101

3.) Action Taken (How & why you selected the above supplier?):

The consultant chosen had the best qualifications, technology, approach and experience.

Project Administrator's Signature: _____

Date: _____

THIS AGREEMENT is entered into on _____, 20__ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. **Retention of Consultant - Scope of Work.** The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. **Completion of Work.** The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. **Payment.** The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

6. **Ownership of Work Product.** Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. **Independent Contractor.** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. **Indemnity.** The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. **Insurance.** The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

12. **Project Administrator.** The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. **Disputes.** Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. **Termination.** The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. **Non-Discrimination.** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. **Compliance and Governing Law.** The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**page 8 – Consulting Services Agreement, Non-Public Work
City of Redmond, standard form**

**IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the
day and year first above written.**

CONSULTANT:

CITY OF REDMOND:

By: _____
Title: _____

John Marchione, Mayor
DATED: _____

ATTEST/AUTHENTICATED:

City Clerk, City of Redmond

APPROVED AS TO FORM:

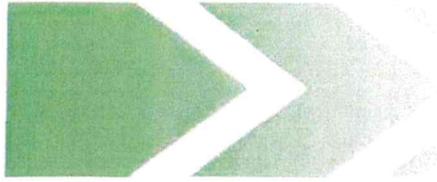


Exhibit A - Scope of Work

MULTIFAMILY RECYCLING & WASTE PREVENTION OUTREACH PROJECT APPROACH

Project Approach

Task 1: Technical Assistance to Property Managers

Through our extensive work in the multifamily sector, Cascadia has developed a set of recycling best practice standards and a property assessment tool that our technical assistance specialists use during onsite assessments to identify the specific needs and opportunities for improvement at each property. We will use this assessment tool in conjunction with the City of Redmond’s priorities to help property managers set up recycling infrastructure that supports improved (quality and quantity) resident recycling.

Task 1.1: Property List Development

At the start of the project, Cascadia will configure a set of cloud-based data tracking tools for property and resident outreach activities in the City of Redmond. These tools provide staff with account data and enable our in-field outreach team to reliably and efficiently track information such as property manager or other decision-maker contact information, attempts to reach properties, any property-specific challenges or history of violations, differences between reported and actual service levels, recommendations for service level changes, and more. These tools also facilitate regular progress reporting — as part of Task 3, Cascadia will compile and analyze activity data to provide regular updates about services delivered, scheduled, and planned. In addition, Cascadia will provide the City with updated contact information and other key property data collected over the course of the project.

Once the cloud-based tool is configured, Cascadia will partner with Redmond staff to develop a list of 25 initial sites to assist. Specifically focusing on new developments and/or large properties. Cascadia will need to review a complete list of multifamily properties from the City. If possible, Cascadia will need to know the following information by property, if available:

- ▶ Unit count
- ▶ Current service levels
- ▶ Previous interaction with other consultants and City
- ▶ Contact information
- ▶ Property level diversion %
- ▶ Any additional information currently tracked by property

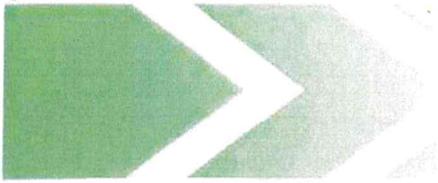
Once the initial list of sites is identified, Cascadia staff will schedule initial site visits with property staff. If property staff cannot be reached, Cascadia staff will schedule a drop-in site visit. If staff cannot be reached during drop-in visit, Cascadia will mark the property as non-responsive. Once attempts to reach the initial 25

CASCADIA'S DIGITAL ADVANTAGE

Cascadia has built a set of cloud-based data tracking tools to streamline property manager and resident outreach efforts. Our app tracks relevant property information, bin audit data, and allows us to record recommended service level changes.

We track each interaction, for residents and property managers, in the app to record property-specific challenges, history of violations, differences between reported and actual services levels, and recommendations for service level changes.

Having all pertinent information in one place allows Cascadia to simplify reporting efforts and update data in real-time, ensuring that Cascadia's time is focused on face-to-face interaction with property managers and residents.



will allow us to assemble the appropriate resources and staff members to effectively reach residents at each property by ensuring we bring the correct language and cultural capabilities to each of our outreach efforts.

Cascadia's goal is to be as efficient as possible in the field; this helps reduce the impact of our assistance on property staff but also helps save project budget. If possible, Cascadia would like to partner with other consultant experts to visit properties for both recycling and organics service at the same time, when applicable. This ensures consistent messaging in communications to property managers and minimizes demands of property staff's time, which can influence their willingness to participate and take action.

Task 1.3: Property Follow-up

While onsite, Cascadia staff will discuss next steps with property staff. After the site visit, Cascadia staff will follow up with the property decision maker(s) via an email report of recommended site updates and resident education.

Content that may be included in follow-up emails:

- ▶ Results of the initial site audits
- ▶ Troubleshoot issues reported or identified onsite
- ▶ Service change recommendation
- ▶ Offer to contact hauler(s) to help identify recycling service costs
- ▶ Planning for resident outreach
- ▶ Example language for an announcement to resident and relevant informational flyers

Cascadia will also use this task to complete second and third bin audits at each property assisted. During the development of the bin audit methodology, a timeline for second and third bin audits will be identified.

Additional detail about feedback and evaluation included in Task 3.

Task 2: Outreach to Residents

Once a supportive collection infrastructure is in place, we will initiate door-to-door (D2D) resident outreach with the goal of effectively engaging residents to participate in their property's recycling programs—or motivate those already participating to recycle correctly.

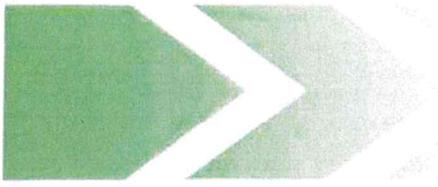
Cascadia's experienced outreach staff will conduct D2D resident outreach at properties with the approval of the property manager/owner. During D2D, Cascadia staff will knock on each unit's door prepared to distribute educational materials and a call to action using community-based social marketing principles. The focus will not only be on improving recycling behavior but also helping residents understand how to prevent waste. At

CASCADIA'S APPROACH TO MULTIFAMILY RESIDENT OUTREACH

When Cascadia staff meet multifamily residents at their door, they want residents to feel comfortable addressing concerns and obstacles they experience when sorting and disposing of recycling at the property where they live.

Cascadia understands that the interaction time with residents at the door is limited and we choose outreach staff that can quickly and effectively communicate to support **ALL** residents as they navigate disposal options.

We are proud to offer multi-cultural consultant staff and work with experienced multifamily outreach partners when additional cultural expertise is not available from our full-time team.



Task 3.2 Final Project Evaluation

At the conclusion of the project, Cascadia will use data collected through its cloud-based data tracking tools, including results from three rounds of bin audits, to report on project success. Cascadia will compile this data and develop a clear, concise final report with an actionable summary of audit and outreach results.

Final report and summaries will include:

- ▶ Summary of initial attempt(s) to recruit property manager to participate
- ▶ Results of initial waste audit (estimated recycling rate, percentage of contamination in the recycling, and total waste generation)
- ▶ Summary and date(s) of technical assistance provided to property manager – Task 1
- ▶ Summary and date(s) of outreach/distribution of materials to residents – Task 2
- ▶ Summary of coordination with Waste Management and/or other hauler(s)
- ▶ Results of follow-up waste audits
- ▶ Summary and dates of feedback provided to property managers and residents
- ▶ Summary of property manager comments about any changes following project implementation
- ▶ Estimated changes in waste diversion, recycling contamination and total waste generation across all participating properties.
- ▶ Lessons learned
- ▶ Any additional information the Consultant deems relevant to future outreach efforts

Task 3.3 Regular Project Reporting and Management

To ensure Cascadia's team delivers responsive, appropriate, and effective work throughout the project, Cascadia's Project Manager will schedule regular calls throughout the project with the City's Recycling Programs Coordinator and Solid Waste team to discuss progress to-date, needed course corrections, and plans for upcoming work. Additional team members, including the Multifamily Programs Director, will participate in meetings as needed. In advance of these meetings and at least monthly for the duration of the project, Cascadia will provide written activity reports documenting progress toward project objectives along with invoices for project expenditures.

Cascadia equips its project managers and task leads with the tools necessary to track project metrics, including progress toward task milestones, budget and cost status, and other reporting items as defined in cooperation with our clients. We make extensive use of the Deltek™ Vision project management system, an integrated tool that links project activities, timesheets, and expenses directly to the baseline budget and timeline. Our project management approach is built upon proactive and on-going communication, high quality standards, and robust project administration, and our team has a history of delivering projects on-time and on-budget.

Exhibit B - Schedule

MULTIFAMILY RECYCLING & WASTE PREVENTION OUTREACH PROJECT SCHEDULE

Project Schedule

The following schedule may be adjusted depending on project goals and needs.

Task	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Jul '20	Aug '20	Sept '20	Oct '20
1. Technical assistance (property)										
1.1 List development										
1.2 Initial visit & audits										
1.3 Follow-up										
2.* Outreach (residents)										
3. Evaluation and feedback										
3.1 Audit feedback										
3.2 Final evaluation										
3.3 Project management										

→ Dec 20
may extend to end of 2020

*Resident outreach can be adjusted and timed based on WM intern availability.

The following table includes expected timing for deliverables:

Deliverable	Staff	Expected Hours	Expected Timing
Summary of initial attempt(s) to recruit property manager to participate	Emily	3	Oct-20
	Christine	1	
Results of initial waste audit (estimated recycling rate, percentage of contamination in the recycling, and total waste generation)	Emily	3	Feb-20
	Kirstin	4	
	Christine	1	
Summary and date(s) of technical assistance provided to property manager – Task 1	Emily	3	Ongoing Mar-Aug-20
	Christine	1	
Summary and date(s) of outreach/distribution of materials to residents – Task 2	Emily	3	Ongoing Apr-Aug-20
	Christine	1	
Summary of coordination with Waste Management and/or other hauler(s)	Emily	3	Oct-20
	Christine	1	
Results of follow-up waste audits	Emily	3	May - Sept 20 Dependent on methodology
	Kirstin	4	
	Christine	1	
Summary and dates of feedback provided to property managers and residents	Emily	3	Oct-20
	Christine	1	
Summary of property manager comments about any changes following project implementation	Emily	3	Oct-20
	Christine	1	
Final report	Emily	15	Oct-20
	Kirstin	8	
	McKenna	7	
	Christine	10	

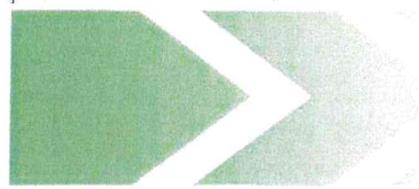


Exhibit C - Payment

MULTIFAMILY RECYCLING & WASTE PREVENTION OUTREACH PRICING METHODOLOGY

Pricing Methodology

Estimated project cost is \$49,984. - Now not to exceed \$200,000.

The following **labor table** includes the number of hours and hourly rate of all named team members and total labor cost.

Team Members	2020 Rate	Estimated Hours	Total Cost
McKenna Morrigan	\$165	7	\$1,190
Christine Goudreau	\$120	44	\$5,720
Emily Chan	\$100	193	\$19,300
Kirstin Hervin (app developer)	\$120	38	\$4,750
Core Resident Education and Outreach Staff	\$90	203	\$18,270

The following **expense table** identifies expected expenses for the project.

Expense*	Description	Total
Mileage	Travel costs from Cascadia to Redmond, estimate \$0.25 per mile Distance from Seattle to Redmond: ~16-20 miles (depending on property location and bridge)	\$ 382.80
Toll bridge	\$2.65 per trip, estimate 33 trips (based on Cascadia's location, staff will likely take the I-90 bridge)	\$ 90.75
Parking	Parking costs	\$ 20.00
Printing	Printing of project materials	\$ 200.00

*Expenses do not include cost of materials provided to residents and property managers.