

EXHIBIT A



HF&H CONSULTANTS, LLC

Managing Tomorrow's Resources Today

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May 8, 2019

Ms. Nancy Humphrey
Environmental Programs Supervisor
City of Emeryville
1333 Park Avenue
Emeryville, CA 94608

Subject: Proposal to Provide Technical Assistance

Dear Nancy:

HF&H Consultants, LLC (HF&H) is pleased to submit this proposal to the City of Emeryville (City) to provide technical assistance related to its agreement with Waste Management of Alameda County (WMAC) and other tasks as requested by the City.

Scope of Work

We will perform the scope of work described below for a not to exceed fee of \$15,000. We have provided a list of tasks we will complete along with the proposed staff and the required hours to complete each task. If additional effort is required (e.g., more meetings or additional analysis), we will obtain approval prior to proceeding.

Task 1 Project Initiation

HF&H will:

- a) Prepare for and meet with City staff to finalize scope (including final deliverable), timeline of project, and contact information for the City and WMAC; and,
- b) Prepare the request for information needed from the City and WMAC.

Task 2 Review of Requested Compensation Methodology Change

HF&H will:

- a) Prepare 5 and 10 year rate projections using the WMI requested methodology;
- b) Prepare 2 alternative rate methodologies with 5 to 10 year projections; and,
- c) Prepare for and meet with City staff to discuss the pros and cons of each methodology.

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Task 3 Contamination Fees

HF&H will:

- a) Research other agencies that have implemented or plan to implement SB1383 plans and summarize findings; and,
- b) Prepare for and meet with City staff to present findings and determine the next steps.

Task 4 Communication of Findings

HF&H will:

- a) Prepare draft letter report summarizing our findings and present to City for comment; and,
- b) Based on the comments, revise the report and deliver to the City.

Budget

	Sheehan \$265	Swanborn, T \$250	Hilton, D \$215	Assistant \$130	Administrative \$120	Total Hours	Proposed Cost
Task 1 Project Initiation	6	0	7	2	0	15	\$ 3,355
Task 2 Review of Requested Compensation	6	0	11	9	0	26	\$ 5,125
Task 3 Contamination Fees	4	2	7	0	0	13	\$ 3,065
Task 4 Communication of Findings	5	0	7	4	1	17	\$ 3,455
Total Labor - All Tasks	21	2	32	15	1	71	\$ 15,000
Out-of-Pocket Expenses							\$ -
Total Budget							\$ 15,000

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Schedule

We are prepared to start the project once we have received authorization to proceed. We will establish the timeline for completion of the project during the initial call with City staff.

* * * *

Please feel free to contact me with any questions. I can be reached at (925) 977-6961 or msheehan@hfh-consultants.com.

Sincerely,

HF&H CONSULTANTS, LLC

A handwritten signature in blue ink that reads 'Marva M. Sheehan'.

Marva M. Sheehan, CPA
Vice President