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SOLUTIONS, INC

WHERE EXPERIENCE AND PASSION MEET

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Due Diligence



Entitlements &
Project Management



Environmental
Planning



Development &
Construction
Management



Policy Planning



Technical Services



Property Management

SCOPE OF WORK

PROJECT OVERVIEW

The City of Paramount has required that Republic Services provide an Unclassified Use Permit for the current Republic Services operations related to the transport of hazardous and other waste and materials through the City to the Republic Transfer Station at the Southern Cal Trans/Rail Site. In order to ensure that legal provisions and best practices as to the use of City streets and other facilities are observed and to provide an additional enforcement tool. Currently, the transport operations include trucking of sealed bins containing hazardous and non-hazardous waste from various sites through the City to the Southern Cal Trans/Rail Site where they are then transported via rail to Republic's landfills in Utah or Idaho for ultimate disposal.

SCOPE OF WORK

The following tasks will be required to complete the CEQA documentation for the project. In the sections that follow, more details are provided regarding how each task will be accomplished and the work products that will be produced.

Task 1: Project Kickoff Initiation and Preparation of Project Description

Task 2: Preparation of Environmental Compliance Audit

Task 3: CEQA Determination

Task 4: Meetings and Project Management

Task 1. Project Kickoff Meeting and Preparation of Project

Description Task 1.1. *Project Kickoff Meeting*

Upon receipt of the Notice to Proceed, the EPD team will schedule a kickoff meeting with the project team. Key topics to be discussed during this meeting may include the following:

1. Communications processes and roles,
2. Additional project information needs,
3. Understanding of the existing uses,
4. Obtaining additional detail on the project, including, but not limited to:
 - a) Truck routing
 - b) Types of hazardous materials transported,
 - c) Any other pertinent information that would guide the project description,
5. Identifying project objectives,
6. Discussing the City feedback on the application, and
7. Refining the project schedule.

Task 1.2. *Preparation of the Project Description*

One of the keys to successful CEQA compliance is a clear definition of the project and its components. This also helps ensure the project team is on the same page with the overall project scope. The project description must be complete, comprehensive, stable, and finite in order to analyze the impacts accurately. The project applicant will be identified, along with a statement of

project objectives. Detailed project information regarding the existing transport of hazardous waste will be included. The project description will discuss the truck routes that are utilized for transport of the hazardous waste to the rail site. The EPD team will prepare the project description and submit it to the City for review.

Task 1 Deliverables		
Quantity	Format	Description
1	Virtual	Kick-off meeting
1	PDF/Word	Refined CEQA Schedule
1	PDF/Word	Project Description

Task 2. Preparation of Environmental Compliance Audit

To assist with the CEQA determination, EPD Solutions has requested that Roux Associates, Inc (Roux) perform an environmental compliance audit of the transfer facility to better understand potential environmental liabilities and impacts.

Roux will access and monitor available documentation records to determine perform an on-Site facility inspection and on-Site document reviews (including records up to five years old); and conduct employee interviews. During the Site visit, Roux will assess the facility's present compliance with various applicable federal and state, and local environmental regulations as well as any outstanding complaints. Roux also will focus on the carriers used by Republic for the transport of waste, incident reports of spills or accidents at the facility and City streets, noise and other complaints, to determine compliance with City requirements. generally accepted management practices. The on-site compliance evaluation will be performed over one and a half days, with additional time off-site time spent reviewing documents. Roux will review and assess the development and implementation of various compliance programs such as Hazardous Material Business Plans (HMBPs) and emergency response documents and will assess how effectively the facility has planned to prevent or mitigate environmental impacts that have the potential to occur during foreseeable emergency situations on and off-Site (e.g., periodically completing spill response drills, evaluating success of drills, documented training of employees). Roux will also perform a search of publicly available documents and information applicable to the transportation of waste to the facility (e.g., air permits, Notice of Violations [NOVs]) to verify that the necessary permits and documentation are in place.

Roux will schedule a facility visit to meet with Republic to chart and understand the transport process. , Roux will arrange a conference call with EPD Solutions, City personnel, and applicable Republic personnel to discuss the audit format, expectations, and logistics (e.g., general facility information, required personal protective equipment [PPE], site safety requirements, start, and end times for each day, the necessity to have key facility staff available during the audits). If necessary, after this call, Roux will provide the facility with a document request list and a pre-audit questionnaire to assist facility personnel to prepare for onsite activities.

During the on-site audit activities, Roux will proceed as follows:

- Conduct a brief opening meeting (10-20 minutes) with facility management and staff with environmental responsibilities to discuss the audit's scope, team, and execution. Any facility safety requirements (e.g., emergency egress procedures) should also be covered by Republic personnel during the opening meeting.
- Perform a targeted site walk through, with key personnel, to understand the facility's processes and to observe conditions and practices which could lead to environmental compliance issues and risks or constitute a regulatory violation.

- Review procedures and applicable written programs, permits, and if necessary, correspondence with authorities Roux will review materials extending back as far as five years, when necessary, to evaluate compliance with applicable regulatory recordkeeping and reporting provisions.
- Complete brief interviews with key facility personnel.

The environmental compliance review may cover topics including the following as they apply to the transport on City streets impacting City facilities, such as storm drains:

- Waste transfer practices
- Air pollution sources, emissions and permitting
- Greenhouse gas emissions
- Water supply and stormwater discharges
- Wastewater generation and discharges
- Solid waste management/disposal
- Hazardous material/waste handling
- Nonhazardous material/waste handling
- Spill contingency planning

In coordination with EPD Solutions and the City, Roux may hold daily wrap-up meetings with key facility employees to discuss identified risks and any outstanding documentation, as appropriate. Similarly, any conditions that could be immediately dangerous to life and health/environmental situations identified during the audit may be communicated to facility contacts immediately.

The compliance audit will be performed by a seasoned professional who has a thorough knowledge of federal regulations, as well as any applicable state and local regulations.

A draft report presenting our findings will be prepared and submitted to the City Attorney within three weeks of the completion of on-site audit activities. That draft shall remain confidential. The report will be a standard tabular report format that identifies findings based on compliance deficiencies and risk. The report will include adverse findings, applicable requirements, pinpoint regulatory references, and recommended corrective action(s). A final report will be produced within one week of receiving a consolidated set of comments on the draft.

Task 2 Deliverables		
Quantity	Format	Description
1	PDF/Word	Draft Technical Studies
1	PDF/Word	Final Technical Studies

Task 3. CEQA Determination

Based on the findings of the Environmental Compliance Audit, EPD will work with City Staff and the City Attorney to compare the Audit against CEQA thresholds to determine the proper CEQA compliance path. EPD will work with the City Attorney's office to draft the CEQA documentation. If the CEQA compliance path requires preparation of further environmental review, additional scope and budget would be required. Once the project is approved, EPD will file the Notice of Determination (NOD) or Exemption (NOE) with the Los Angeles County Clerk.

Task 4. Meetings & Project Management

Throughout the process, EPD will coordinate with City staff in ensuring the project is accurately and appropriately assessed in the environmental document. EPD assumes bi-weekly follow up meetings, and attendance at one public hearing (Planning Commission) by the project manager and project principal.

The project manager will be the key contact and will be responsible for managing: (1) task scheduling and assignments, management of resources, monitoring of costs, and schedule adherence; (2) consultation and coordination with local and state agencies relative to the environmental document and the environmental review process; (3) coordination and communications with the project team to ensure that City policies, procedures, and any applicable codes are complied with and, where applicable, are incorporated into the exemption justification; and (4) ensuring that the environmental review process and the exemption justification satisfy the statutes and guidelines of CEQA and CEQA procedures.

This scope of work assumes ongoing project management at an estimated 1 hour/week for the project manager and 2 hours/month for the project principal, for the duration of the schedule.

COST PROPOSAL

Task #	Tasks	Fee Type	Fee
1	Project Kickoff Meeting and Preparation of Project Description		
1.1	Project Kickoff Meeting	Fixed Fee	\$900
1.2	Preparation of Project Description	Fixed Fee	\$3,350
2	Preparation of Environmental Compliance Audit		
3	CEQA Determination		
3.1	Administrative Draft	Fixed Fee	\$12,500
3.2	Final Draft & NOE or NOD	Not to Exceed	\$4,400
4	Meetings and Project Management		
SUBTOTAL			\$49,825
Expenses		Not to Exceed	\$3,000
TOTAL			\$52,825

Thank you again for your consideration and interest in EPD Solutions, Inc. Should you have any questions, please do not hesitate to contact us at konniew@epdsolutions.com or (949) 794-1180.

Sincerely,

EPD Solutions, Inc.

Client Name:

City of Paramount

SIGNATURE: _____

SIGNATURE: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____