TASK ASSIGNMENT NO. ____

AGREEMENT NO. _____ WITH CDM SMITH, INC. FOR
PROFESSIONAL ENGINEERING, ARCHITECTURAL AND CONSULTING SERVICES

TITLE: ***Gainesville Regional Anerobic Digestion Facility Feasibility Study***

THIS TASK ASSIGNMENT entered into on the _____ day of _____, 2024 between the City of Gainesville (CITY) and CDM Smith, Inc. (CONSULTANT) describes services to be performed in accordance with the contract entered into between the parties dated _____, Agreement for Professional Engineering, Architectural and Consulting Services, Contract_____.

ORDER OF PRECEDENCE: In the event that there is any conflict between the terms and conditions contained in this Task Assignment; The Professional Engineering, Architectural and Consulting Services Agreement; the Request for Statement of Qualifications (RFSQ) and/or the Engineer's response to the RFSQ; or the Consultants proposal referenced in this Task Assignment the order of precedence shall be the Contract, as amended or modified, interpreted as a whole, as applicable, and then as follows:

a. Task Assignment

b. Amendment to the Professional Engineering, Architectural and Consulting Services Agreement

c. Professional Engineering Architectural, and Consulting Services Agreement

d. Request for Statement of Qualifications _____

e. Consultant's Statement of Qualifications

f. Consultant's Proposal referenced in this Task Assignment

BACKGROUND:
The CITY has been proactive in addressing the growing concern of greenhouse gas (GHG) emission, waste management and beneficial use of organic waste. While community composting has been embraced at the grassroots level, the steady growth in Alachua County has led to an increase food waste, fats, oils, and grease (FOG), as well as biosolids from both the Kanapaha and Main Street Water Reclamation Facilities (WRF). This has prompted both the CITY and Alachua County to recognize the need for large-scale food waste processing, aligning with the community's overarching goal of achieving it's 2040 Zero Waste Initiative.

Notably, the CITY has taken a significant step forward by securing contract pricing from GFL Environmental, Inc. (GFL) for the collection of food waste from local businesses and multifamily communities. This strategic move positions the CITY to swiftly roll out collection services,

complete with pre-negotiated pricing as soon as a dedicated food waste processing facility comes into operation.

With the first round of recently established food waste ordinances set to be implemented over a two-year period, commencing in June 2023 and concluding in June 2025, the CITY and Alachua County are committed to making food waste diversion an accessible reality for the entire community. By the summer of 2025, every customer availing solid waste disposal and recycling services will have access to designated food waste bins.

Food waste ordinances approved by the CITY Commission will be enforced in the coming years. Public Works staff will conduct audits of restaurants, grocery stores, and other entities generating food waste. Any instance of excessive food waste found in non-designated containers will result in citations being issued. Persistent violations will incur fines, ensuring the adherence of these critical waste management regulations.

In light of this comprehensive approach, combined with tipping fees in the competitive mid-range of $57 per ton, Alachua County and the CITY are pursuing food waste processing. This strategic initiative is set to not only address the increasing volume of food waste but also make food waste processing an attractive alternative to traditional solid waste disposal. In doing so, the CITY will take a significant step towards a more sustainable and environmentally conscious future.

PURPOSE:
The CITY is seeking support from CONSULTANT to perform a study evaluating the feasibility of constructing and operating a Regional Anaerobic Digestion (AD) Facility to process organic waste e.g, food waste, FOG, and biosolids (Project). The Project will address three of the objectives and outcomes as listed in the Funding Opportunity Announcement. Those opportunities and outcomes include:

- Evaluating regulatory considerations and permitting requirements
- Completing economic and environmental feasibility analysis for technologies or processes
- Developing and issuing request-for-proposals (RFP) to project design/engineering firms

Results of the feasibility study will assist staff to identify, develop, and implement solutions to organic waste disposal needs of the community with a Regional AD Facility. Specifically, the study will focus on the following key factors:

- Optimal feed rates for food waste, FOG, and/or WRF biosolids feedstocks
- Estimated yield of biogas /renewable natural gas (RNG) monthly
- Estimated capital and operating and maintenance (O&M) costs for a facility
- Environmental regulatory considerations and permitting requirements

- Social impacts and considerations
- Sustainability indicators
- Approximate tipping fee for users
- Most economical use of the biogas/RNG
- Estimated volumes of waste streams requiring downstream processing
- Value of produced digestate and opportunities for marketability
- Impact on GHG emissions

By adopting this approach, the feasibility study can provide not only a detailed analysis of the regional AD Facility's viability but also offer practical, sustainable, and community-centric solutions for organic waste disposal, ensuring long-term success and environmental benefit.

PHASE 1 – Feasibility Study

1.0 **SCOPE OF PROJECT**

TASK 1 – Project and Quality Management

Activities performed under this task consist of those general functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with CONSULTANT's standards and the CITY's requirements. Specific activities included are identified below:

1.1 Project Management

CONSULTANT will provide project management to administer the production of work in accordance with the authorized scope, budget, and schedule. Deliverables and corresponding SMART milestones are defined below. This task also includes internal monthly project status review and periodic internal team progress meetings.

1.2 Project Quality Management

CONSULTANT will perform the work in compliance with its quality management system (QMS) requirements. The CONSULTANT's QMS requires appropriate quality assurance (QA) and quality control (QC) activities for each type and phase of project. CONSULTANT will conduct QA/QC activities as appropriate throughout the execution of the Project including initial project quality management planning, senior technical reviews, and quality review checking.

TASK 2 – AD Facility Feasibility Study – Phase 1

2.1 Project Kickoff Workshop and Site Visit

CONSULTANT will prepare an agenda and lead a kickoff workshop. The following agenda items will be included:

- Introduction and Project Overview
- Scope and Deliverables Clarification
- Roles and Responsibilities
- Workshop Activities and Schedule
- Data Sharing and Collection Protocols
- Communication Plan

After the meeting, the CONSULTANT and CITY will conduct site visits to observe the site-specific conditions and challenges associated with the three sites identified by the CITY. These visits are critical for the Phase 1 deliverable and even more so for the Phase 2 site-specific study. CONSULTANT will prepare and distribute minutes at the conclusion of this task to the attendees.

2.2 Data Collection and Review

CONSULTANT will conduct initial research and data collection for the feasibility study including:

- Technical Feasibility Analysis:
    - WRF Solids Analysis: Evaluate existing and projected solids handling loadings at Gainesville Regional Utilities' (GRU's) two WRFs. Determine and quantify potential solids for co-digestion from the two WRFs. Evaluate means of processing and transportation of solids to the AD facility (if located offsite).
    - Feedstock Availability: Research the availability of organic waste materials suitable for anaerobic digestion within a reasonable distance around the Project's geographical area (e.g., most economically feasible area). This includes food waste, agricultural waste/byproducts, and industrial organic waste sources.
    - Technology Assessment: Evaluate the most appropriate anaerobic digestion technology for the project, considering factors such as anticipated food waste properties (e.g., high fats and oils, low carbohydrates, comingled with inert solids), feedstock volumes,

temperature regime (e.g., mesophilic or thermophilic), tank materials and biogas storage, waste receiving equipment, depackaging and/or preprocessing equipment, biogas utilization options, digestate market opportunities, and known regulations.

- GHG Emissions Impact: Determine impact on GHG emissions with implementation of an AD facility. Develop base case scenario for GHG emissions (i.e., current) compared to proposed scenarios.

- Market Analysis:

  - Biogas and Digestate Markets: Research and analyze the current and potential markets for biogas and digestate products (e.g., RNG, CHP, fuel cell, microturbine, fertilizer). Assess market demand, pricing, and competition.

  - Energy Policies: Investigate government policies and incentives related to renewable energy and waste management that could impact the project's economic feasibility (e.g., the Renewable Fuel Standard (RFS) and its associated renewable identification number (RIN) or electricity RIN (eRIN) credits, the Inflation Reduction Act (IRA) tax credits).

  - Digestate Regulations: Investigate regulations that govern the reuse and/or disposal of digestate products. For example, blending of WRF solids with food waste may impact the disposal outlets available.

2.3 Organic Waste Surveys

2.3.1 University of Florida Organic Waste Surveys

CONSULTANT will engage with student organizations, ideally those from historically disadvantaged groups, at the University of Florida (UF) to conduct organic waste surveys. The core UF student led-team, as directed by CONSULTANT, will delve into waste generation patterns across campus, assessing the quality and quantity of waste at different facilities. CONSULTANT will advise and train the student organization on industry best practices to conduct waste surveys.

Under the guidance of CONSULTANT, the UF student-led team will work with the Engineering School of Sustainable Infrastructure and Environment (ESSIE), the College of Agricultural and Biological Engineering, facility leadership (e.g., dining halls), and individual managers to orchestrate the surveys. The UF student-led team will coordinate site visits, conduct basic interviews with facility managers, perform data management and analysis, and transform raw data into an insightful format. Additionally, the UF student-led team will assist with analyses of food waste samples, assessing critical parameters like total solids and total volatile solids related to digestion processes.

Post-training through this effort, the UF student-led team and CITY staff will transition into the broader City of Gainesville initiative, extending their survey efforts to encompass local restaurants and food production facilities. This approach not only augments the data collection framework for organic waste management but also fosters a collaborative academia-community engagement towards a sustainable ecosystem.

The culmination of this effort will result in an informative table detailing each facility's organic waste generation, biogas yield, and potential based on the waste substrate (see example in Table 1 below).

Table 1 – Example Organic Waste Generation Table

Facility	Food Waste (lb/d)	Digestibility	Biogas Yield (ft3/lb)	Biogas Potential (ft3/d)	Other Notes
Dining Hall A	500	Digestible	6	3,000	Comingled with plastic
Dining Hall B	400	Digestible	8	3,200	Food waste only
Cafeteria	300	Digestible	10	3,000	Food waste only, high fat

2.3.2 Industrial, Commercial and Agricultural Organic Waste Surveys

CONSULTANT in collaboration with the UF student-led team and CITY staff will survey up to thirty major industrial/commercial/residential establishments, agricultural sources, and waste haulers within the project area to assess organic waste generation potential (e.g., food waste, FOG).

Categories of commercial/residential establishments include:

- Grocery stores greater than 25,000 square feet
- Restaurants greater than 4,500 square feet
- Multi-family units
- Single-family units

Agricultural sources are less known based on the information presented and will be limited to the Project's regional area defined during the study. Through structured

site visits and interviews, data on waste volume, composition, and disposal practices will be gathered.

The collected data will be analyzed to evaluate the quality and quantity of organic waste available for an AD Facility. Results will be compiled into the Final Feasibility Study Report, outlining key findings and actionable recommendations. These surveys will be used to form partnerships with businesses and the agricultural community, so that a consistent supply of high-quality organic feedstock for the facility is secured, thus enhancing the project's environmental and economic impact.

2.4 Public/Private Partnership Engagement and Coordination

CONSULTANT and CITY staff will establish contact with public or private entities that align with the Project goals. CONSULTANT will assist the CITY with identifying potential partners, both from governmental bodies and private sectors. The task includes developing tailored engagement strategies to foster relationships, leveraging mutual interests, and aligning objectives for successful partnerships. The potential strategic partnerships may include organic waste haulers/collection, digestion and biogas utilization project developers, University of Florida Facilities Services, and other neighboring counties/municipalities.

Under this task, CONSULTANT will identify and assess potential partners who can contribute to the success of the Project. The following steps will be taken to achieve this objective:

- Conduct a thorough research on the background, strengths, and goals of each potential partner, using various sources of information such as websites, reports, publications, and databases.

- Evaluate the compatibility and alignment of each potential partner with the Project's vision, mission, and objectives, as well as their capacity and willingness to collaborate effectively.

- Develop a detailed coordination plan for each potential partner, specifying the methods and frequency of communication, the expected outcomes and deliverables, the roles and responsibilities of each party, and the mechanisms for feedback and evaluation.

- Organize up to ten virtual meetings with the key partners selected by the CITY, based on their relevance and importance to the Project's feasibility and sustainability. The purpose of these meetings is to establish rapport, exchange information, clarify expectations, and address any issues or concerns.

- Summarize the findings and recommendations from the research, evaluation, and meetings in the Draft and Final Feasibility Study Report,

highlighting the benefits and challenges of partnering with each entity, and providing suggestions for improvement and enhancement.

2.5 Develop Draft Feasibility Study Reports

CONSULTANT will prepare a draft Feasibility Study Report outlining findings, methodology, and preliminary recommendations.

Preliminary recommendations will include:

- Technical Recommendations: Present initial technical recommendations based on the feasibility analysis, highlighting:
    - Optimal feed rates for food waste, fats, oils and grease (FOG), and/or WRF biosolids feedstocks
    - Estimated yield of biogas/RNG
    - Estimated amounts and quality of digestate residuals and waste streams generated
    - Alternatives for processing the digestate residuals (i.e. composting) and sidestream treatment
    - Environmental regulatory considerations and permitting requirements
    - Approximate tipping fee for users
    - Most economical use of the biogas/RNG
    - Sustainability Indicators (including Economic, Environmental, GHG Emissions and Social Indicators)
- Market and Financial Recommendations: Provide preliminary recommendations related to market strategies, pricing models, and financial planning.
- Risk Identification: Identify potential risks related to technology, market dynamics, regulatory changes, and other factors.
- Mitigation Strategies: Propose mitigation strategies and contingency plans for managing identified risks, ensuring that the project remains resilient in the face of uncertainties.

CONSULTANT will incorporate relevant charts, graphs, and diagrams to visually represent data trends, financial projections, and environmental impact assessments.

2.6 Review Draft Feasibility Study Report

CITY will coordinate distribution of the draft Feasibility Study Report for stakeholder review and comment. CITY will schedule a review meeting with key stakeholders at this milestone to discuss preliminary findings and recommendations. CONSULTANT will prepare a meeting agenda, track review comments, and produce meeting minutes to document critical decisions. Upon completion of this task, CONSULTANT will develop the final report and cost estimates.

2.7 Develop Final Feasibility Study Report

CONSULTANT will prepare a final Feasibility Study Report summarizing the findings, methodology, and initial recommendations, incorporating feedback from the CITY and stakeholders. This report will offer more in-depth information, specifying essential financial parameters. Moreover, it will feature Class 5 cost estimates for the three (3) representative scenarios, outlining both capital and operational costs related to the sites identified by the CITY. If during the course of the evaluation CONSULTANT determines one site is not feasible, a decision to eliminate that site from consideration at the direction of the CITY may be made prior to Phase 2.

2.8 Review Final Feasibility Study Report

CITY will coordinate distribution of the draft Feasibility Study Report for stakeholder review and comment. CONSULTANT and CITY will hold a review meeting to discuss final findings and recommendations.

2.9 Develop Preliminary Financial Model

CONSULTANT will assist CITY in the development of a preliminary financial model for the AD Facility.

CONSULTANT in collaboration with the CITY will develop a financial model by creating a framework that integrates various financial aspects of the Project, providing stakeholders with a clear understanding of the economic viability and potential risks associated with the proposed facility. The financial model will encompass of the following components, each of which plays a critical role in evaluating the Project's financial feasibility and sustainability.

- Cost Estimation:
    - Capital Costs: Estimate the initial investment required for constructing the AD Facility (Class 5). This includes costs related to land acquisition, infrastructure, equipment, and other capital expenditures.

- Operational Costs: Identify and project ongoing operational costs, such as labor, utilities, maintenance, and waste management. Provide detailed breakdowns for each cost category.

- Revenue Projections:
  - Tipping Fees: Estimate revenue generated from receipt of various waste streams. Consider market demand, historical pricing, amount of biogas produced, and cost of downstream treatment.
  - Biogas Sales: Project revenue from the sale of biogas to utilities, industries, or as RNG for transportation purposes. Consider market demand, pricing trends, and sales volume.
  - Digestate Sales: Estimate revenue generated from the sale of digestate as organic fertilizer or soil conditioner. Analyze market demand, pricing strategies, and potential clients.
  - Environmental Credits: Evaluate revenue streams from environmental credits, such as carbon credits or renewable energy certificates (RECs), if applicable in the project area.

- Financial Feasibility Analysis:
  - Net Present Value (NPV): Calculate NPV to assess the project's profitability by comparing the present value of cash inflows (revenues) with cash outflows (costs) over the project's lifespan.
  - Internal Rate of Return (IRR): Determine IRR to identify the project's potential return on investment. It represents the discount rate at which the project's NPV becomes zero.
  - Payback Period: Calculate the payback period, indicating the time required for the project to recoup its initial investment through generated profits

- Financial Assumptions and Sensitivity Analysis:
  - Assumption Documentation: Clearly outline all financial assumptions made during the modeling process, including interest rates, inflation rates, market prices, and operational efficiencies.
  - Sensitivity Analysis: Conduct sensitivity analysis to assess the impact of varying key assumptions on project outcomes. Identify critical variables and their potential influence on financial metrics. A Monte Carlo analysis will be performed, particularly on the organic waste feedstock quantities,

biogas upgrading technology and efficiency, and variability of the revenue projections.

- Financial Risk Assessment and Mitigation Strategies:
    - Risk Identification: Identify financial risks associated with the project, such as market price fluctuations, regulatory changes, or cost overruns.
    - Mitigation Strategies: Develop strategies to mitigate identified risks, such as diversifying revenue streams, implementing cost-saving measures, or entering into long-term contracts with buyers.
- Scenario Analysis
    - Best-Case Scenario: Develop a best-case financial scenario, considering optimal market conditions, high demand, and low costs.
    - Worst-Case Scenario: Develop a worst-case financial scenario, factoring in adverse market conditions, high costs, and low demand. Assess the project's resilience under challenging circumstances.
    - Base-Case Scenario: Develop a base-case financial scenario, representing realistic and balanced assumptions. This scenario serves as the basis for decision-making and comparison with other scenarios.

Upon completion of the preliminary financial model, CONSULTANT will assist CITY in presenting the financial model and its outcomes to stakeholders, explaining key assumptions, methodologies, and results clearly. The Director of Public Works will grant permission to proceed to the Phase 2 Site-Specific Study upon completion of this milestone (Go/No-Go Checkpoint No. 1).

PHASE 2 – Site Specific Study

TASK 1 – Project and Quality Management (Options)

Activities performed under this task consist of those general functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with CONSULTANT's standards and the CITY's expectations. Specific activities included are identified below:

1.1 Project Management

CONSULTANT will continue to administer the production of work in accordance with the authorized scope, budget, and schedule. Deliverables and corresponding SMART milestones are defined below. This task also includes internal monthly project status review and periodic internal team progress meetings.

1.2 Project Quality Management

CONSULTANT will continue to perform the work in compliance with its quality management system (QMS) requirements. The CONSULTANT's QMS requires appropriate quality assurance (QA) and quality control (QC) activities for each type and phase of project. CONSULTANT will conduct QA/QC activities as appropriate throughout the execution of the Project including initial project quality management planning, senior technical reviews, and quality review checking.

TASK 2 – AD Facility Site Specific Study – Phase 2 (Optional)

2.1 Community Engagement

CONSULTANT will assist CITY with community and stakeholder engagement:

- Community Surveys (CITY-led effort): Conduct surveys or interviews with local communities and stakeholders to gauge their attitudes, concerns, and expectations regarding the project.
- Local Policies (CITY-assisted effort): Research local government policies and land-use plans that could affect the project's acceptance within the community.
- Environmental Impact Assessment (CONSULTANT-led effort): Assess the potential environmental impacts of the facility, such as greenhouse gas emissions, odors, noise, traffic, and impacts on local ecosystems.

CONSULTANT will prepare a PowerPoint presentation and co-present with CITY at the following community meetings:

- Deerhaven Community Meeting
- EcoLoop Community Meeting
- Kanapaha Community Meeting

Up to three (3) community meetings for the potential AD Facility sites are assumed at this time. Sites may be eliminated from consideration or other sites may considered during the Phase 1 evaluation.

2.2 Develop Draft Site-Specific Feasibility Report

Based on Phase 1 findings and community input, CONSULTANT will develop a draft site-specific feasibility report. The report will address site-specific challenges, opportunities, and requirements.

- Site Assessment: Conduct site surveys to determine the suitability each site for the AD Facility. Factors may include proximity to feedstock sources, proximity to natural gas gate stations, topography, soil quality, and regulatory considerations.

- Site Layouts: Include site layouts and visual representations of the facility's design and integration into the surrounding environment.

- Environmental Impact Assessment:

    - Environmental Regulations: Identify and understand the environmental regulations and permits required for the AD Facility. This includes assessing air quality, water quality, waste disposal, and land use regulations.

    - Environmental Baseline: Gather baseline data on the current environmental conditions of the project area, including flora and fauna, water bodies, and air quality.

    - Health & Safety/Impact Assessment: Assess the potential environmental impacts of the facility, such as greenhouse gas emissions, odors, noise, traffic, and impacts on local ecosystems.

- Regulator and Permitting Research:

    - Regulatory Framework: Research and understand the regulatory framework governing waste management, renewable energy, and environmental compliance in the project area.

    - Permitting Requirements: Identify and document the specific permits and approvals needed for the AD Facility. This includes planning and zoning/building permits, air permits, National Pollutant Discharge Elimination (NPDES) permits, Environmental Resource Permits (ERP), and waste management permits.

2.3 Review Draft Site-Specific Feasibility Report

CITY will coordinate distribution of the draft Site-Specific Feasibility Report for stakeholder review and comment. CONSULTANT and CITY will hold a review meeting to discuss findings and recommendations. CITY will schedule a review meeting with key stakeholders at this milestone to discuss findings and recommendations. CONSULTANT will prepare a meeting agenda, track review comments and produce meeting minutes to document critical decisions. Upon completion of this task, CONSULTANT will develop the final Site-Specific Feasibility Report and cost estimates.

2.4 Develop Final Site-Specific Feasibility Report

CONSULTANT will prepare a final Site-Specific Feasibility Report outlining findings, methodology, and preliminary recommendations incorporating stakeholder review comments. Additional detail will be provided including a conceptual layout and a Class 4 opinion of probable construction cost (OPCC) estimate for the selected site.

2.5 Review Final Site-Specific Feasibility Report

CITY will coordinate distribution of the final Site-Specific Feasibility Report for stakeholder review and comment. CONSULTANT and CITY will hold a review meeting to discuss preliminary findings and recommendations. CONSULTANT will prepare a meeting agenda, track review comments and produce meeting minutes to document critical decisions. Upon completion of this task, CONSULTANT will assist CITY with stakeholder presentations under Task 4.

2.6 Develop Site-Specific Financial Model

CONSULTANT will engage in a refinement process for the preliminary financial model developed in Phase 1. This refinement will involve an analysis of various financial components related to the selected Regional AD Facility site.

The CONSULTANT will delve into refining cost estimates, revenue projections, and financial assumptions to create a more accurate financial model. This process will also include review of the initial data, considering any new information or developments that have emerged since Phase 1. Ensuring that the financial model is reflective of the most current market conditions, regulatory requirements, and industry standards.

Furthermore, CONSULTANT may collaborate closely with financial experts, industry specialists, and relevant stakeholders to validate assumptions and ensure that the refined financial model aligns with the project's goals and objectives. Through this collaborative effort, the refined financial model will serve as a reliable tool for forecasting, budgeting, and decision-making, providing a solid foundation for the next phases AD Facility project.

CONSULTANT will assist the CITY in completing the ROI Summary Form and Capital Project Request Form

TASK 3 – Stakeholder Presentations (Optional)

Following Phase 2, CONSULTANT will prepare PowerPoint presentations for the following stakeholder presentations:

- GRU General Manager Presentation
- CITY's City Manager Presentation
- Joint Water and Climate Policy Board (JW&CPB) Presentation
- Alachua County Commission Presentation
- CITY Commission Presentation

If a majority consensus is reached after the stakeholder presentations, the Director of Public Works will grant permission to proceed with funding the project (Go/No-Go Checkpoint No. 2).

2.0 PROJECT SCHEDULE

It is anticipated that the work will take 19 months to complete, starting within two weeks of receipt of a formal notice to proceed (NTP). The preliminary schedule by task is shown below in Table 2. CONSULTANT will prepare an updated detailed baseline schedule within the first 30 calendar days after NTP.

Table 2 – Project Schedule

Task	Task Description	Duration from Start
Feasibility Study – Phase 1		
Task 1.0	**Project and Quality Management**	**10 months from Start**
Task 1.1	Project Management	10 months from Start
Task 1.2	Project Quality Management	10 months from Start
Task 2.0	**AD Feasibility Study - Phase 1**	**10 months from Start**
Task 2.1	Project Kickoff Workshop and Site Visit	1 month from Start
Task 2.2	Data Collection and Review	4 months from Start
Task 2.3	Organic Waste Surveys	8 months from Start
Task 2.4	Public/Private Partnership Engagement and Coordination	6 months from Start
Task 2.5	Develop Draft Feasibility Report	5 months from Start
Task 2.6	Review Draft Feasibility Report	6 months from Start
Task 2.7	Develop Final Feasibility Report	8 months from Start
Task 2.8	Review Final Feasibility Report	9 months from Start
Task 2.9	Develop Preliminary Financial Model	10 months from Start
Site-Specific Study – Phase 2 (OPTIONAL)		
Task 1.0	**Project and Quality Management (OPTIONAL)**	**19 months from Start**
Task 1.1	Project Management	19 months from Start
Task 1.2	Project Quality Control and Technical Review	19 months from Start
Task 2.0	**Site Specific Study - Phase 2 (OPTIONAL)**	**17 months from Start**
Task 2.1	Community Engagement Meetings	12 months from Start
Task 2.2	Draft Site-Specific Feasibility Report	14 months from Start
Task 2.3	Review Draft Site-Specific Feasibility Report	15 months from Start
Task 2.4	Develop Final Site-Specific Feasibility Report	16 months from Start

Task 2.5	Review Final Site-Specific Feasibility Report	17 months from Start
Task 2.6	Develop Site-Specific Financial Modeling	17 months from Start
Task 3.0	**Stakeholder Presentation Assistance (OPTIONAL)**	**19 months from Start**

3.0 MEETINGS AND PROJECT MANAGEMENT

CONSULTANT will meet with the CITY and GRU to review and incorporate written comments under the following subtasks:

- Phase 1
  - Subtask 2.6
  - Subtask 2.8
- Phase 2
  - Subtask 2.3
  - Subtask 2.5

4.0 DELIVERABLES

- Phase 1
  - Task 1 – No formal deliverables
  - Task 2
    - Draft Feasibility Study Report (SMART Milestone 2)
    - Final Feasibility Study Report (SMART Milestone 3)
    - Preliminary Financial Model (SMART Milestone 4)
- Phase 2
  - Task 1 – No formal deliverables (Optional)
  - Task 2 (Optional)
    - Community Engagement Meeting PowerPoint Presentations
    - Draft Site-Specific Study Report (SMART Milestone 5)
    - Final Site-Specific Study Report (SMART Milestone 6)
    - Final Financial Model (SMART Milestone 7)
  - Task 3 (Optional)
    - Stakeholder Meeting PowerPoint Presentations (SMART Milestone 8)

5.0 SPECIFIC CITY/GRU RESPONSIBILITIES

The CITY and GRU shall be responsible for the following:

- Provide CONSULTANT requested data in a timely manner, such as:
  - Record drawings and/or survey data
  - Solid waste and biosolids historical data
  - Cost information relevant to the study
  - Stakeholder information
- Coordinate with the Department of Energy (DOE) on progress reporting and reimbursement requirements.
- Coordinate with stakeholders for attendance at meetings.
- Organize meeting locations for any in-person meetings.

6.0 **BASIS OF COMPENSATION.** *(must be auditable to the rates on Attachment "A")* For performing the services under this Authorization, CITY agrees to pay CONSULTANT a lump sum not to exceed amount of $499,910. For invoice purposes only, the value breakdown is shown in Table 3 below. The CONSULTANT will submit monthly invoices based on the percentage of the work completed under each task during the period of the invoice.

Table 3 – Project Budget

Task	Task Description	Value ($)
Phase 1 Task 1.0	Project and Quality Management – Phase 1	$53,090
Phase 1 Task 2.0	Feasibility Study – Phase 1	$257,900
Phase 2 Task 1.0	Project and Quality Management – Phase 2 (OPTIONAL)	$37,380
Phase 2 Task 2.0	Site Specific Study – Phase 2 (OPTIONAL)	$136,420
Phase 2 Task 3.0	Stakeholder Presentation Assistance (OPTIONAL)	$15,120
Phase 1 Lump Sum Amount =		$310,990
Phase 2 Lump Sum Amount (OPTIONAL) =		$188,920
Total Lump Sum Amount =		$499,910

7.0 **SPECIAL PROVISIONS.** The GRU Project Manager will be _____(Name, phone, email and address) and the Consultant's Project Manager will be _____ _____ (Name, phone, email and address).

8.0 **ASSUMPTIONS**

- Overall schedule depends on CITY providing requested data on a timely basis. CONSULTANT may require additional time or fees if these conditions are not met.
- CONSULTANT has assumed up to four trips for up to four Project team members to attend the Project Kickoff Workshop and Site Visit and up to three other meetings as determined by the CITY. Unless otherwise stated above, meetings will be held virtually.
- CONSULTANT will oversee the UF student-led team and CITY staff in conducting and assisting with the majority of the Organic Waste field survey work specified in Task 2.3.

IN WITNESS WHEREOF, the parties hereto have executed this Task Assignment on the day first above written in two (2) counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original.

CONSULTANT Printed name:_____

BY: _____ Title: _____

CITY OF GAINESVILLEE, d/b/a
GAINESVILLE REGIONAL UTILITIES

BY: _____
GRU Project Manager

Printed name: _____

Title: _____

Purchasing Representative

By: _____
Procurement Specialist

City of Gainesville and Gainesville Regional Utilities
Gainesville Regional AD Facility Feasibility Study

	Senior Officer	Officer	Associate	Principal	Senior Engineer	Engineer III	Engineer II	Engineer I	Senior Support Services	Other Direct Costs	Total Hours	Labor Cost
CDM Smith Billing Rates	$250	$220	$190	$165	$150	$125	$105	$90	$110			
Phase 1 - Feasibility Study												
Task 1.0 Project and Quality Management - Phase 1												
Task 1.1 Project Management												
Task 1.1.1 Project Enrollment	2	0	8	0	0	0	0	0	4		14	$ 2,460
Task 1.1.2 Invoicing and EAC Updates	0	0	20	0	0	0	0	0	10		30	$ 4,900
Task 1.1.3 Project Management	10	0	30	0	0	0	0	0	20		60	$ 10,400
Task 1.1.4 Progress Meetings	14	0	20	26	0	12	0	0	2		74	$ 13,310
Task 1.2 Project Quality Control and Technical Review	20	16	16	24	0	0	0	0	0		76	$ 15,520
Task 1.3 Other Direct Costs										$ 6,500		$ 6,500
Phase 1 Task 1.0 Subtotal	**46**	**16**	**94**	**50**	**0**	**12**	**0**	**0**	**36**			**$ 53,090**
Task 2.0 Feasibility Study - Phase 1												
Task 2.1 Project Kickoff Workshop and Site Visit	20	0	12	32	0	16	0	0	0		80	$14,560
Task 2.2 Data Collection and Review	24	8	24	88	0	80	0	0	0		224	$36,840
Task 2.3 Organic Waste Surveys	12	0	28	48	0	160	0	0	8	$ 20,000	256	$57,120
Task 2.4 Strategic Partnership Coordination	40	0	44	72	0	36	0	0	0		192	$34,740
Task 2.5 Develop Draft Feasibility Report	20	8	16	96	12	160	0	0	0		312	$47,440
Task 2.6 Review Draft Feasibility Report	8	8	8	24	0	16	0	0	4		68	$11,680
Task 2.7 Develop Final Feasibility Report	20	8	16	48	4	64	0	0	0		160	$26,320
Task 2.8 Review Final Feasibility Report	8	8	8	24	0	16	0	0	4		68	$11,680
Task 2.9 Develop Preliminary Financial Model	8	4	4	72	0	16	0	0	0		104	$17,520
Phase 1 Task 2.0 Subtotal	**160**	**44**	**160**	**504**	**16**	**564**	**0**	**0**	**16**			**$257,900**
Phase 2 - Site-Specific Feasibility Study (Optional)												
Task 1.0 Project and Quality Management - Phase 2												
Task 1.1 Project Management												
Task 1.1.1 Invoicing and EAC Updates	0	0	16	0	0	0	0	0	8		24	$3,920
Task 1.1.2 Project Management	6	0	30	0	0	0	0	0	20		56	$9,400
Task 1.1.3 Progress Meetings	10	0	12	20	0	8	0	0	2		52	$9,300
Task 1.2 Project Quality Control and Technical Review	12	8	8	12	0	0	0	0	0		40	$8,260
Task 1.3 Other Direct Costs										$ 6,500		$6,500
Phase 2 Task 1.0 Subtotal	**28**	**8**	**66**	**32**	**0**	**8**	**0**	**0**	**30**			**$37,380**
Task 2.0 Site Specific Study - Phase 2												
Task 2.1 Community Engagement Meetings	26	0	24	48	0	48	0	0	0		146	$24,980
Task 2.2 Draft Site-Specific Report	24	8	40	96	0	64	0	0	0		232	$39,200
Task 2.3 Review Draft Site-Specific Report	12	8	8	24	0	0	0	0	4		56	$10,680
Task 2.4 Develop Final Site-Specific Report	16	8	16	72	12	96	0	0	0		220	$34,480
Task 2.5 Review Final Site-Specific Report	12	8	8	24	0	0	0	0	4		56	$10,680
Task 2.6 Develop Site-Specific Financial Modeling	8	8	4	72	0	0	0	0	0		92	$16,400
Phase 2 Task 2.0 Subtotal	**98**	**40**	**100**	**336**	**12**	**208**	**0**	**0**	**8**			**$136,420**
Task 3.0 Stakeholder Presentation Assistance	26	0	16	16	0	20	0	0	4		82	$15,120
Phase 2 Task 3.0 Subtotal	**26**	**0**	**16**	**16**	**0**	**20**	**0**	**0**	**4**			**$15,120**
Project Total												**$499,910**