

RESOLUTION NO. 2026-034

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING AN AGREEMENT WITH ABBE & ASSOCIATES, LLC DBA ZERO WASTE ASSOCIATES. ("ZERO WASTE ASSOCIATES") IN THE AMOUNT OF THIRTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$35,000.00) FOR ZERO WASTE CONSULTING SERVICES; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, through the recommendation of the Zero Waste Advisory Board, the Town Council of the Town of Southwest Ranches has authorized staff to seek Zero Waste Consulting Services to develop a Zero Waste Plan and assist in the strategic planning of zero waste initiatives within the Town; and

WHEREAS, the Town advertised Request for Proposals RFP 25-22 for a Zero Waste Consultant on September 18, 2025; and

WHEREAS, the Town received six (6) responses on October 9, 2025; and

WHEREAS, the Selection Committee met on November 12, 2025; and

WHEREAS, the Selection Committee's recommended top two firms made presentation to the Town Council at its public meeting on February 12, 2026; and

WHEREAS, the Town Council selected Zero Waste Associates as its preferred vendor for this service; and

WHEREAS, after negotiations, the proposal submitted by Zero Waste Associates totals Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00); and

WHEREAS, this expenditure has been included in the adopted FY 2025-2026 Town Budget from appropriated fund balance and budgeted within account 001-1000-511-34100 (Other Contractual Services); and

WHEREAS, the Town Council believes that the agreement is in the best interest of the health, safety, and welfare of its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1. The recitals above are true and correct and are incorporated

herein by reference.

Section 2. The Town Council hereby approves an Agreement with Zero Waste Associates in the amount of Thirty-Five Thousand Dollars and Zero Cents (\$35,000.00) for zero waste consulting services, in substantially the same form as that attached hereto as Exhibit "A".

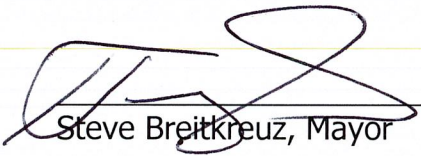
Section 3. The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney to execute the Agreement in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

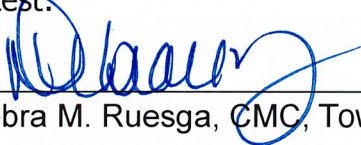
Section 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 26th day of March, 2026 on a motion by V/m JABLONSKI and seconded by C/m HARTMANN.

Breitkreuz	<u>YES</u>
Jablonski	<u>YES</u>
Allbritton	<u>YES</u>
Hartmann	<u>YES</u>
Kuczenski	<u>YES</u>

Ayes	<u>5</u>
Nays	<u>/</u>
Absent	<u>/</u>
Abstaining	<u>/</u>


Steve Breitkreuz, Mayor

Attest:

Debra M. Ruesga, CMC, Town Clerk

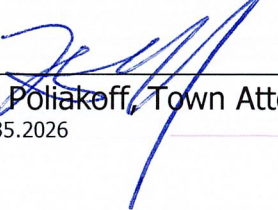
Approved as to Form and Correctness:

Keith Poliakoff, Town Attorney
1001.035.2026

EXHIBIT A - AGREEMENT



AGREEMENT

BETWEEN THE

TOWN OF SOUTHWEST RANCHES

AND

Abbe & Associates LLC

FOR

**ZERO WASTE CONSULTANT
RFP NO. 25-22**

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

**AGREEMENT FOR
ZERO WASTE CONSULTANT
RFP NO. 25-22**

THIS IS AN AGREEMENT (the “Contract”) made and entered into on this 26th day of March, 2026, by and between the Town of Southwest Ranches, a Municipal Corporation of the State of Florida, (hereinafter referred to as the “Town”), and Abbe & Associates LLC (hereinafter referred to as “Consultant”).

WHEREAS, the Town desires to contract for Consultant Services to provide a Zero Waste Plan and professional services related to the Zero Waste initiatives (the “Project”); and

WHEREAS, the Town advertised a Request for Proposals (RFP), RFP No. 25-22 on September 18, 2025; and

WHEREAS, six (6) proposals were received by the Town on October 15, 2025; and

WHEREAS, the Town has adopted Resolution No. 2026-034 at a public meeting of the Town Council approving the recommended award and has selected Abbe & Associates LLC for award of the Project; and

WHEREAS, Consultant’s Proposal and Scope of Work are attached to this Contract and made a part hereof.

NOW THEREFORE, in consideration of the foregoing promises and the mutual terms and conditions herein, the Town and Consultant hereby agree as follows:

Section 1: Scope of Services

- 1.1 Upon execution of this Contract, Consultant agrees to perform the duties and responsibilities as defined herein and in the RFP to which this Contract is EXHIBIT “A” and which is made a part hereof by this reference (the “Work”). This Contract, as well as all Exhibits, the RFP, Consultant’s Proposal and Scope of Work, including all forms attached thereto, all addenda and specifications, shall be hereinafter collectively referred to as the “Contract Documents” and incorporated herein by reference. To the extent of any conflict among the Contract Documents, the more stringent criteria relative to Consultant’s performance of the Work shall govern over the less stringent criteria.
- 1.2 All Work rendered pursuant to this Contract by Consultant shall be performed in accordance with the applicable standard of care for persons or entities performing similar work in Broward County, Florida. Consultant shall perform the Work in strict accordance with the requirements of this Contract, all of the Contract Documents, good workman practices for consultant services and all applicable codes, ordinances, rules, laws and regulations governing the Work.

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Section 2: Term of this Contract and Contract Time

- 2.1 The Town and Consultant agree that Consultant shall perform all Work under this Contract for:
ZERO WASTE CONSULTANT (RE-ISSUE)
RFP NO. 25-22
- 2.2 The Town shall have the ability to terminate this Contract as provided in “Section 17: Termination.”
- 2.3 Consultant shall not be entitled to any claim for damages against the Town on account of hindrance or delays from any cause whatsoever. If, however, Consultant is delayed in the prosecution of the Work occasioned by an act of God, or by act or omission on the part of the Town, or due to changes ordered in the Work by the Town which expand the scope and costs of the Work, such act, hindrance, or delay shall only entitle Consultant to receive an extension of time as its sole and exclusive remedy for such hindrance or delay, and Consultant waives any and all other claims against the Town.
- 2.4 The parties agree that time is of the essence in execution of the Work delineated within the Agreement and any breach of same shall go to the essence hereof, and Consultant, in agreeing to substantially complete the Work within the time herein mentioned, has taken into consideration, and made allowances for all hindrances and delays incident to its Work.
- 2.5 The term of the contract shall commence upon full execution and continue through completion and acceptance of the deliverables set forth in the Contract Documents, in accordance with the project timeline.

At the mutual written agreement of Town and Consultant, the contract may be extended for additional services, including potential implementation support for up to three (3) years with the option to renew it for an additional three (3) years. Reference Hourly rates provided in the Contract Documents. Hourly rate adjustments during any renewal term shall be subject to mutual agreement and shall not exceed three percent (3%) or the Consumer Price Index (CPI), whichever is less.

Section 3: Compensation & Method of Payment

- 3.1 Consultant shall render all Work to the Town under the Contract for not to exceed amount of \$35,000.00 (thirty five thousand dollars and zero cents) (“Contract Price”).
- 3.2 The Town shall not be liable for any cost increases or escalation associated with labor, services, materials, equipment or any other costs that may arise during the performance of the Work. In the event, the cost of the Work exceeds the amounts defined in Section 3.1, Consultant shall pay such excess from its own funds and the Town shall not be liable for any excess. The only exception shall be adjustments to the Contract Price pursuant to written Change Orders, duly executed by the Town and Consultant in accordance with the terms and conditions of this Contract and with the same formality and dignity afforded the original Contract.

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ZERO WASTE CONSULTANT
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- 3.3 The Town and Consultant agree that payment will be subject to (a) the delivery of an invoice by Consultant to the Town once every thirty (30) days, and (b) confirmation by the Town that the Work included in the invoice has been performed in accordance with this Contract. Upon verification by the Town that the invoiced Work has adequately been performed, the Town shall have thirty (30) days thereafter to pay the invoice. For clarification, monthly invoices shall reflect only the actual hours worked and services performed during the billing period, supported by detailed time records acceptable to the Town. Under no circumstances shall the Consultant be entitled to payment for hours not worked, nor any portion of the Contract Price not earned through verified performance.
- 3.4 Each invoice must be accompanied by all supporting documentation and other information reasonably requested by the Town. Nothing herein shall be construed as a waiver of sovereign immunity or authority for imposition of liens against public property. Subject to other requirements of the Contract Documents, retainage shall be released after final completion of the Work and the Town's receipt of acceptable reports and other documentation, including certification of payment to subcontractors, if any, as well as satisfaction of the conditions included in Section 3.5 of this Contract.
- 3.5 A monthly payment invoice must be accompanied by written statement from the Consultant confirming the status of the Work completed during the billing period. Consultant's obligation to perform the Work in accordance with the Contract Documents and all approved deliverables, schedules, and standards of care shall be absolute. The Town may withhold or refuse payment if (a) the Work or any deliverable is deficient, incomplete, or requires correction, (b) the Town reasonably determines that corrective action is required due to Consultant's performance, or (c) claims, demands, or other items have been asserted against the Town in connection with Consultant's performance entitling the Town to setoff the amount due. No payment shall be made for corrective services required to remedy deficient Work, for services outside the scope of the Contract Documents, or for any additional services performed without the Town's prior written authorization.

Section 4: Assignment

- 4.1 No assignment of this Contract or the Work hereunder shall be valid without the express written consent of the Town, which may be given or withheld, in the Town's sole discretion. All Work to be performed pursuant to this Contract shall be performed by Consultant, and no Work shall be subcontracted to other parties or firms without the prior written consent and approval of the Town Administrator.

Section 5: Insurance

- 5.1 Throughout the term of this Contract and during applicable statute of limitation periods, Consultant shall maintain, in full force and effect, all of insurance coverages required within the Contract and RFP.
- 5.2 All Insurance Policies shall be issued by companies that (a) are authorized to transact business in the State of Florida, (b) have agents upon whom service of process may be made in Broward County, Florida, and (c) have a rating of "A-" or better in accordance with A.M. Best's Key Rating Guide.

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- 5.3 All Insurance Policies shall name and endorse the following as an additional named insured:

Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628

- 5.4 All Insurance Policies shall be endorsed to provide that (a) Consultant's insurance is primary to any other insurance available to the Town or any other additional insured with respect to claims covered under the policy and (b) Consultant's insurance applies separately to each insured, against whom claims are made or suit is brought, and (c) that the inclusion of more than one insured shall not operate to increase the insurer's limit of liability. Self-insurance by Consultant shall not be acceptable for providing the required insurance coverages of this Contract.

- 5.5 If Consultant fails to submit the required insurance certificate, in the manner prescribed within the executed Contract, at the time of execution of this Contract, Consultant shall be deemed in default, and the Contract shall be cancelled or rescinded without liability of the Town.

- 5.6 Consultant shall carry the following minimum types of insurance:

- A. **WORKER'S COMPENSATION:** Worker's Compensation Insurance is to apply to all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. Consultant shall carry Worker's Compensation Insurance with the statutory limits, which shall include employer's liability insurance with a limit of not less than **One Hundred Thousand Dollars (\$100,000)** for each incident, and **One Hundred Thousand Dollars (\$100,000)** for each disease. Policy(ies) must be endorsed with waiver of subrogation against the Town.
- B. **BUSINESS AUTOMOBILE LIABILITY INSURANCE:** Consultant shall carry business automobile liability insurance with minimum limits of **Five Hundred Thousand Dollars (\$500,000)** per occurrence, combined single limits bodily injury liability and property damage. The policy must be no more restrictive than the latest edition of the business automobile liability policy without restrictive endorsements, as filed by the Insurance Services Office, and must include all owned vehicles and all hired or non-owned vehicles.
- C. **COMMERCIAL GENERAL LIABILITY:** Consultant shall carry Commercial General Liability Insurance with limits of not less than **Five Hundred Thousand Dollars (\$500,000)** per occurrence combined single limit for bodily injury and property damage, and not less than **One Million Dollars (\$1,000,000)** in the aggregate. The insurance policy must include coverage that is no more restrictive than the latest edition of the commercial general liability policy, without restrictive endorsements as filed by the Insurance Service Office (ISO), and the policy must include coverages for premises and/or operations, independent Consultants, products and/or

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completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, personal injury and explosion, collapse and underground (X-C-U). Personal injury coverage shall include coverage that has the employee and contractual exclusions removed. The ISO form of the policy must be acceptable to the Town.

D. **PROFESSIONAL LIABILITY INSURANCE:** in an amount not less than \$1,000,000 per occurrence/\$2,000,000 in aggregate.

5.7 Consultant shall provide the Town with a copy of the Certificates of Insurance or endorsements evidencing the types of insurance and coverages required by this Section prior to beginning Work under this Contract and, at any time thereafter, upon request by the Town.

5.8 Consultant's Insurance Policies shall be endorsed to provide the Town with at least thirty (30) calendar days' prior written notice of cancellation, non-renewal, restrictions, or reduction in coverages or limits. Notice shall be sent to:

Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, Florida 33330

And

Keith M. Poliakoff, Esq.
Government Law Group, PLLC
200 South Andrews Avenue
Suite 601
Fort Lauderdale, Florida 33301

5.9 Consultant's Commercial General Liability Insurance policy shall be on an "occurrence" basis only and shall not be a "claims-made" policy.

5.10 If any of Consultant's insurance policies include a general aggregate limit and provides that claims investigation or legal defense costs are included in the general aggregate limit, the general aggregate limit that is required shall be at least five (5) times the occurrence limits specified above in this article.

5.11 Consultant shall not commence operations, and/or labor to complete any of the Work pursuant to this Contract until certification or proof of insurance issued directly by the insurance company underwriting department or insurance agent, detailing terms and provisions of coverage, has been received and approved by the Town.

5.12 If any of Consultant's initial insurance expires prior to the completion of the Work, renewal copies of Policies shall be furnished to the Town at least thirty (30) days prior to the date of their expiration, and the Town shall be an additional named insured by endorsement on all of Consultant's applicable renewal policies.

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- 5.13 **UPON EXECUTION OF THIS CONTRACT, CONSULTANT SHALL SUBMIT TO THE TOWN COPIES OF ITS CERTIFICATE(S) OF INSURANCE EVIDENCING THE REQUIRED COVERAGES REQUIRED HEREIN AND SPECIFICALLY PROVIDE THE ENDORSEMENT TO THE POLICIES THAT SHOWS THE TOWN OF SOUTHWEST RANCHES IS AN ADDITIONAL NAMED INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND CONSULTANT'S WORK UNDER THE CONTRACT.**
- 5.14 The official title of the owner is the Town of Southwest Ranches. This official title shall be used in all insurance policies and documentation.
- 5.15 All required insurance policies shall preclude any insurers or underwriter's rights of recovery or subrogation against the Town with the express intention of the parties being that the required insurance coverage protects both parties as the primary coverage for any and all losses covered by the above described insurance.
- 5.16 Consultant shall ensure that any company issuing insurance to satisfy the requirements contained in this Contract agrees that it shall have no recourse against the Town for payment or assessments in any form on any policy of insurance.
- 5.17 The clauses "Other Insurance Provisions" and "Insured Duties in the Event of an Occurrence, Claim or Suit" as it appears in any policy of insurance in which the Town is named as an additional named insured shall not apply to the Town in any respect. The Town shall use its best efforts to provide written notice of occurrence within thirty (30) working days after the Town's actual notice of such event.
- 5.18 Notwithstanding any other provisions of this Contract, Consultant's obligation to maintain all required insurance as specified in this Section of the Contract shall survive the expiration or earlier termination of this Contract.

Section 6: Copyrights and Patent Rights

Consultant warrants that there has been no violation of copyrights, trademarks, or patent rights in manufacturing, producing, and/or selling the item(s) ordered or shipped as a result of this Contract. Consultant agrees to indemnify and hold harmless the Town, its employees, agents, or servants against any and all liability, loss, or expense resulting from any such violation(s).

Section 7: Laws and Regulations

Consultant agrees to comply with all applicable federal, state, county, and local laws, rules, regulations, ordinances and codes in performing all Work under this Contract.

Section 8: Taxes and Costs

All federal, state and local taxes relating to Consultant's Work under this Contract and, similarly, all costs for licenses, permits, or certifications to perform the Work under this Contract shall be paid by Consultant.

Section 9: Indemnification

To the fullest extent permitted by Florida law, Consultant shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, at both trial and appellate levels, to the extent caused by the negligence, recklessness, or willful misconduct of Consultant and persons

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employed or utilized by Consultant in the performance of the Work or anyone else for whose actions Consultant may be responsible, regardless of the partial fault of any party indemnified hereunder. Notwithstanding any other provisions of this Contract, Consultant's duty to indemnify, defend and hold the Town harmless shall survive the termination or earlier expiration of this Contract.

Section 10: Non-discrimination

Consultant shall not discriminate against any client, employee or applicant for employment because of race, gender, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or marital status. Consultant shall take affirmative action to ensure that applicants, subcontractors, independent consultants, and employees are treated without discrimination in regard to their race, gender, age, color, religion, sex, sexual orientation, national origin, physical or mental disability, or marital status. Consultant shall comply with all applicable sections of the Americans with Disabilities Act. Consultant agrees that compliance with this Article constitutes a material condition to this Contract, and that it is binding upon Consultant, its successors, transferees, and assigns for the period during which Work is provided. Consultant further assures that all subcontractors and independent Consultants are not in violation of the terms of this Section of the Contract.

Section 11: Sovereign Immunity

Nothing in this Contract is intended, nor shall it be construed to waive or modify the Town's Sovereign Immunity defense or the Town's immunities and limitations on liability, as provided for in Florida Statutes, as worded or amended, and all Florida case law interpreting same.

Section 12: Prevailing Party Attorneys' Fees

In the event either party to this Contract incurs legal fees, legal expenses or costs to enforce the terms of this Contract on trial or on appeal, the prevailing party shall be entitled to recover reasonable costs of such action so incurred, including, without limitation, reasonable attorney's fees and costs and expert witness fees and costs incurred.

Section 13 No Third Party Beneficiaries

This Contract is solely for the benefit of the parties hereto and is not entered into for the benefit of any other person or entity. Nothing in this Contract shall be deemed or construed to create or confer any benefit, right or cause of action for any third party or entity.

Section 14: Funding

The obligation of the Town for payment to Consultant for the Work is limited to the availability of funds appropriated in a current fiscal period, and continuation of any contractual relationship into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

Section 15: Manner of Performance

Consultant agrees to perform all Work in a professional manner and in accordance with local, state, county, and federal laws, rules, ordinances, regulations, and codes. Consultant agrees that the Work provided shall be provided by employees that are legally employed, educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties. Consultant agrees to furnish to the Town any and all documentation, certification, authorization,

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license, permit, or registration currently required by applicable laws, rules, and regulations. Consultant further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this Contract. Consultant represents that all persons performing Work under this Contract have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth herein in a professional manner. Failure of Consultant to comply with this paragraph shall constitute a material breach of this Contract.

Section 16: Public Records

The Town is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information in any portion of a response will be honored unless a specific exemption from the Public Law exists and is cited in the response. An incorrectly- claimed exemption does not disqualify the firm, only the exemption claimed. Consultant acknowledges the public shall have access, at all reasonable times, to all documents and information pertaining to the Town's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the Town and the public to all documents subject to disclosures under applicable law.

To the extent that Consultant has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071 and/or has executed a Confidential Information Acknowledgement and Agreement as part of the RFP process, Consultant shall keep and maintain the security sensitive information as confidential and exempt from public disclosures, as required by Florida Statutes.

Consultant agrees to keep and maintain public records required by the Town to perform the service in Consultant's possession or control in connection with Consultant's performance under this RFP and any contract awarded, and upon the request from the Town's custodian of public records, to provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable amount of time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract if Consultant does not transfer the records to the Town.

Upon completion of the Contract, Consultant agrees, at no cost to the Town, to transfer to the Town all public records in possession of Consultant or keep and maintain public records required by the Town to perform the service. If Consultant transfers all public records to the Town upon completion of the Contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the Contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology system of the Town.

Consultant's failure or refusal to comply with the provisions of this Section shall result in the immediate termination for cause of the Contract by the Town.

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IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE: (954) 434-0008; EMAIL: DRUESGA@SOUTHWESTRANCHES.ORG; DEBRA RUESGA, TOWN CLERK, TOWN OF SOUTHWEST RANCHES, 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FLORIDA 33330.

Section 17: Termination

The Contract may be terminated upon the following events:

- A. Termination by Mutual Agreement.** In the event the parties mutually agree, in writing, this Contract may be terminated on the terms and dates stipulated therein.
- B. Termination for Convenience.** This Contract may be terminated for convenience by the Town upon the Town providing Consultant with **thirty (30) calendar days'** written notice of the Town's intent to terminate this Contract for convenience. In the event that this Contract is terminated by the Town for convenience, Consultant shall be paid ONLY for Work performed and approved by the Town as of the date that this Contract is terminated, plus any direct and reasonable expense sustained up to the date of receipt of the written notice. In no event shall the Town be liable for consequential damages, including, but not limited to, lost profits on Work not yet performed, and no other compensation or damages, other than as set forth in this Section, shall be paid to or recovered by Consultant in any legal proceeding against the Town. Upon being notified of the Town's election to terminate, Consultant shall immediately cease performing any further Work or incurring additional expenses. Consultant acknowledges and agrees that Ten Dollars (\$10.00) of the compensation to be paid by the Town, the adequacy of which is hereby acknowledged by Consultant, is given as specific consideration to Consultant for the Town's right to terminate this Contract for convenience.
- C. Termination for Cause.** In the event of a material breach by Consultant, the Town shall provide Consultant written notice of its material breach. Consultant shall thereafter have fourteen (14) days from the date of its receipt of such notification to cure such material breach. If Consultant does not cure the material breach within that time period, the Town may terminate this Contract immediately. Material breaches shall include, but are not limited to, Consultant's violations of governing standards, failure to carry out the work in strict accordance with the Contract Documents, failure to supply sufficient work forces, violations of State or Federal laws, violation of the Town's policies and procedures, or violation of any of the terms and conditions of this Contract. In the event that the Town elects to terminate Consultant for cause, as provided for in this Section, and the Town's termination for cause is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Contract, the termination will be automatically deemed converted to one for convenience, and Consultant shall solely be paid and Consultant's damages are solely limited to the compensation Consultant would be entitled to pursuant to subparagraph (B) of this Section.

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- D. Termination for Lack of Funds.** In the event the funds to finance the Work under this Contract become unavailable, the Town may provide Consultant with thirty (30) days written notice of termination. Nothing in this Contract shall be deemed or construed to prevent the parties from negotiating a new contract in this scenario. In the event that the Town elects to terminate Consultant for lack of funds as provided for in this Section, and the Town's termination for lack of funds is later determined by a court of competent jurisdiction to be improper, or in any other way wrongful or in breach of this Contract, the termination will be automatically deemed converted to one for Convenience, and Consultant shall solely be paid and Consultant's damages are solely limited to the compensation Consultant would be entitled to pursuant to subparagraph (B) of this Section.
- E. Immediate Termination by the Town.** In addition to any other grounds stated herein, the Town, in its sole discretion, may terminate this Contract immediately upon the occurrence of any of the following events:
1. Consultant's violation of the Public Records Act;
 2. Consultant's insolvency, bankruptcy or receivership;
 3. Consultant's violation or non-compliance with Section 10 of this Contract;
 4. Consultant's failure to maintain any Insurance required by Section 5 of this Contract; or
 5. Consultant's violation of Section 18 of this Contract.

If Consultant's services are terminated, the termination will not affect any rights or remedies of the Town against Consultant, then existing, or which may thereafter accrue. Any retention or payment of moneys due Consultant by the Town will not release Consultant from liability.

Section 18: Public Entity Crimes Information Statement

Pursuant to Florida Statutes, Section 287.133: "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." Violation of this Section by Consultant shall result in the Town's immediate termination of this Contract.

Section 19: Change Orders and Modification of Contract

The Town and Consultant may request changes that would increase decrease or otherwise modify the scope of Work to be provided under this Contract. Such changes only become part of this Contract and increase, decrease or otherwise modify the Work or the Contract Price under this Contract if evidenced by a written Change Order executed by the Town and Consultant, with the same formality and of equal dignity associated with the original execution of the Contract. **Consultant must comply with the Town's established change order process. No change in price, scope, or time will be effective unless submitted and approved in strict accordance with the Town's internal change order procedure and Florida Statutes. Per Florida Statutes**

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§ 218.755, (effective July 1, 2026) the Town is required to approve or deny conforming change order quotes within thirty (30) days of receipt. Any work performed outside of this process shall be at the Consultant's sole risk and expense.

Section 20: No Waiver of Rights

Neither the Town's review, approval or payment for any of the Work required under this Contract shall be construed to operate as a waiver of any of the Town's rights under this Contract or of any causes of action arising out Consultant's performance of the Work under this Contract, and Consultant shall be and remain liable to the Town for all damages to the Town caused by Consultant's negligent or improper performance of any of the Work furnished under this Contract, irrespective of the Town's review, approval or payment for any of the Work under this Contract. The rights and remedies of the Town provided for, under this Contract, are in addition to all other rights and remedies provided to the Town by law.

Section 21: Jurisdiction and Venue

The exclusive venue for any litigation arising from or relating to the Contract shall be in a court of competent jurisdiction in the 17th Judicial Circuit in and for Broward County, Florida. This Contract shall be governed by the substantive laws of the State of Florida.

Section 22: WAIVER OF RIGHT TO JURY TRIAL

By entering into this Contract, CONSULTANT and the TOWN hereby expressly waive any rights either party may have to a trial by jury in any civil litigation related to or arising out of THIS Contract.

Section 23: Gender

Wherever the context shall so require, all words herein in the masculine gender shall be deemed to include the feminine, and all words herein in the feminine gender shall be deemed to include the masculine. All singular words shall include the plural, and all plural words shall include the singular.

Section 24: Time is of the Essence

Time is of the essence for all of Consultant's obligations under this Contract.

Section 25: Days

The terms "days" as referenced in this Contract shall mean consecutive calendar days.

Section 26: Written Mutual Agreement

This Contract is binding upon the parties hereto, their successors and assigns, and replaces and supersedes any and all prior agreements or understandings between the parties hereto, whether written or oral, which are merged herein.

Section 27: No Amendment or Waiver

This Contract may not be changed, altered or modified, except by an instrument in writing signed by all parties hereto, with the same formality and of equal dignity as the execution of this Contract prior to the initiation of any Work reflecting such change.

Section 28: Severability

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

In the event any term or provision of this Contract shall be determined by appropriate judicial authority to be illegal or otherwise invalid, such provision shall be given its nearest legal meaning so as to remain in full force and effect or be deemed severed from the Contract so as not to affect the validity or enforceability of the remaining provisions of the Contract. In case any one or more of the provisions of this Contract shall be determined by appropriate judicial authority to be invalid, illegal or unenforceable, in any respect, the validity of the remaining provisions of this Contract shall be in no way affected, prejudiced, or disturbed thereby.

Section 29: Resolution of Disputes; Florida Statutes, Chapter 558 Not Applicable

To prevent litigation, it is agreed by the parties hereto that the Town Administrator shall solely decide all questions, claims, difficulties and disputes of, whatever nature, which may arise relative to this Contract, including, but not limited to, Consultant's fulfillment of its obligations under this Contract as to the character, quality, amount and value of any Work done or proposed, to be done or furnished, under or by reason of, the Contract. Further, to the extent required or permitted by the agreement between the Town and its professional for this Project, the professional shall have access to the Work, the right to conduct testing or inspections, to reject non-conforming work, and to review pay applications. The Town Administrator's decision shall be reduced to writing, and a copy furnished to Consultant within a reasonable time following submission to the Town of the question, claim, difficulty or dispute as referenced above. The Town Administrator's decision shall be final and conclusive.

During the pendency of any dispute and after a determination thereof, Consultant and the Town shall act in good faith to mitigate any potential damages.

Any party objecting to a dispute determination must notify the other party in writing within ten (10) calendar days of receipt of the written determination. The notice must state the basis of the objection, any adjustment claimed, and reason the party believes it entitled to an adjustment as a result of the determination. Within sixty (60) calendar days thereafter, the parties shall participate in mediation to address all objections to any dispute determination. Neither party shall commence litigation prior to the expiration of the sixty (60) day mediation period. The mediator shall be mutually agreed upon by the parties. Should any objection not be resolved in mediation, the parties retain all their legal rights and remedies provided under State law. A PARTY SPECIFICALLY WAIVES ALL OF ITS RIGHTS, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR PRICE ADJUSTMENTS, PROVIDED IN THE CONTRACT DOCUMENTS, INCLUDING ITS RIGHTS AND REMEDIES UNDER STATE LAW, IF SAID PARTY FAILS TO COMPLY IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION. Consultant and the Town hereby waive any rights to a trial by jury.

Section 30: Notice

Whenever either party desires to give notice unto the other, such notice must be in writing by certified or registered mail, postage prepaid, return receipt requested, hand delivery, or facsimile transmission prior to 5:00 p.m. on the date of transmission (e.d.t. or e.s.t. as applicable), or via overnight express courier service. For the present, the parties designate the following individuals as the respective parties and places for giving of notice:

If to the Town:

Town of Southwest Ranches
Town Administrator

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)
13400 Griffin Road
Southwest Ranches, Florida 33330

With a copy to:

Keith M. Poliakoff, Esq.
Government Law Group, PLLC
200 South Andrews Avenue
Suite 601
Fort Lauderdale, Florida 33301

If to Consultant:

Ruth Abbe, Principal
Abbe & Associates LLC
1028 Fair Oaks Avenue
Alameda, CA 94501

Section 31: Miscellaneous

- A. **Ownership of Documents.** Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Contract by Consultant and all persons or entities employed or otherwise retained by Consultant are and shall remain the property of the Town. In the event of termination of this Contract for any reason, any reports, photographs, surveys and other data and documents prepared by Consultant, whether finished or unfinished, shall become the property of the Town and shall be delivered by Consultant to the Town Administrator within seven (7) days of termination of this Contract for any reason. Any compensation due to Consultant shall be withheld until all documents are received by the Town as provided herein.
- B. **Independent Consultant.** Consultant is an independent contractor of the Town under this Contract. Services provided by Consultant pursuant to this Contract shall be subject to the supervision of Consultant. In providing such services, neither Consultant nor its agents shall act as officers, employees or agents of the Town. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to the Work and services rendered under this Contract shall be exclusively and solely those of Consultant. This Contract shall not constitute or make the Town and Consultant a partnership or joint venture.
- C. **Conflicts.** Neither Consultant nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Consultant's loyal and conscientious exercise of judgment related to its performance under this Contract. Consultant agrees that none of its officers or employees shall, during the term of this Contract, serve as an expert witness against the Town in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process. Further, Consultant agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of the Town in connection with any

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude Consultant or any other persons from representing themselves in any action or in any administrative or legal proceeding.

In the event Consultant is permitted to utilize subcontractors to perform any services required by this Contract, Consultant agrees to prohibit such subcontractors, by written contract, from having any conflicts within the meaning of this Section.

- D. Contingency Fee.** Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract. For a breach or violation of this provision, the Town shall have the right to terminate this Contract without liability and, at its discretion, to deduct from the Contract price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
- E. Materiality and Waiver of Breach.** The Town and Consultant agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Contract and, therefore, is a material term hereof. The Town's failure to enforce any provision of this Contract shall not be deemed a waiver of such provision or modification of this Contract. A waiver of any breach of a provision of this Contract shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Contract.
- F. Joint Preparation.** The Town and Consultant both acknowledge that they have sought and received whatever competent advice and legal counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Contract has been their joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.
- G. Drug-Free Workplace.** Consultant shall maintain a drug-free workplace.
- H. Headings.** Headings are for convenience of reference only and shall not be considered in any interpretation of this Contract.
- I. Binding Authority.** Each person signing this Contract on behalf of either party individually warrants that he or she has full legal power to execute this Contract on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Contract.
- J. Truth-in-Negotiation Certificate.** Signature of this Contract by Consultant shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Contract are accurate, complete, and current at the time of contracting.

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

- K. Registration Requirement; Termination.** Pursuant to Section 448.095, Florida Statutes, effective January 1, 2021, Contractors, shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security's EVerify System to verify the employment eligibility of: 1. All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and 2. All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with the Town of Southwest Ranches. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Southwest Ranches; and 3. The Contractor shall comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes, but is not limited to registration and utilization of the E-Verify System to verify the work authorization status of all newly hired employees. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination. Termination of this Contract under this Section is not a breach of contract and may not be considered as such. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one (1) year after the date of termination.
- L. Discriminatory Vendor List.** Pursuant to Section 287.134(2)(a), Fla. Stat., an entity or affiliate, as defined in Section 287.134(1), who has been placed on the discriminatory vendor list may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity. By executing this First Amendment, the CONTRACTOR represents and warrants that neither it nor any of its affiliates is currently on the discriminatory vendor list.
- M. Ethics Compliance.** Consultant shall comply with all applicable provisions of Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees), as amended from time to time. Consultant acknowledges and agrees that compliance with these provisions is a material requirement of this Agreement. Any violation of Chapter 112 may be grounds for termination of this Agreement and may subject the Consultant to such penalties as provided by law.

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TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

IN WITNESS WHEREOF, the parties have made and executed this Contract on the respective dates under each signature: Abbe & Associates LLC and the TOWN OF SOUTHWEST RANCHES, signing by and through its Mayor duly authorized to execute same by Council action on the 26th day of March 2026.

WITNESSES:

ABBE & ASSOCIATES LLC:

By:



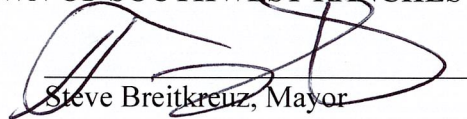
RUTH ABBE, PRINCIPAL

Title:

26 day of FEBRUARY 2026

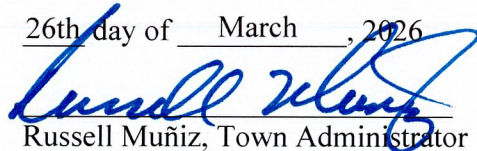
TOWN OF SOUTHWEST RANCHES

By:


Steve Breitkreuz, Mayor

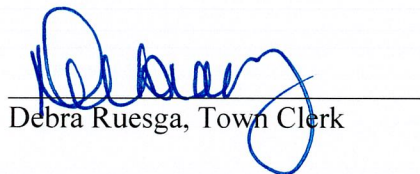
26th day of March, 2026

By:

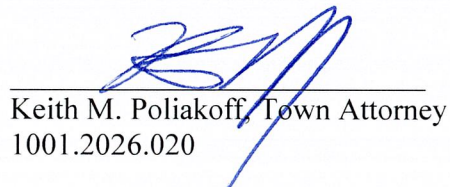

Russell Muñiz, Town Administrator

26th day of March, 2026

ATTEST:


Debra Ruesga, Town Clerk

APPROVED AS TO FORM AND CORRECTNESS:


Keith M. Poliakoff, Town Attorney
1001.2026.020

CONSULTANT'S PROPOSAL & SCOPE OF WORK

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

PRICE PROPOSAL FORM

The Town will accept sealed proposals from qualified consultants to provide Zero Waste Consultant services. This solicitation aligns with the Town's broader commitment to sustainability and community-driven solutions and seeks a consultant who can help translate the Town's vision into actionable Zero Waste programs, education, and policy initiatives.

As part of the scope, the selected consultant shall prepare a comprehensive Zero Waste Implementation Plan, to be completed and presented to Town staff, Town Council **and the Zero Waste Advisory Board** within six (6) months of the award date.

Proposals shall include all associated costs, including professional fees, insurance, and any materials or resources necessary to perform the required services, as well as pricing for a minimum of one Town Council presentation and hourly rates for additional services to be activated at the Town's request.

The undersigned hereby submits the following cost proposal:

A. Proposal Price (Turnkey – All-Inclusive Price for entirety of Phase I as detailed herein)

\$ 35,000

B. Hourly Rate(s) for Additional Consulting Services (Phase II)

(only if activated in writing by the Town via contract addendum)

Principal \$200, Technical Analysis \$175, Outreach & Education Assistance \$150

Hourly Rate: \$ **/ hour**

(attach additional position rates as applicable)

I have attached a **detailed breakdown of this price proposal**, prepared in accordance with the specifications herein (ref Section 4: Proposal Format, item "F").

Check one:

☒ Yes (detailed price proposal attached) - see page 17 of the proposal

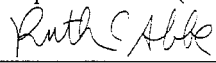
☐ No (detailed price proposal not attached)

Note – Rates for Additional Professional Services

If it should become necessary for the Town of Southwest Ranches to request the Consultant to render any additional services to supplement those requested in this RFP, such additional work shall only be performed if set forth in an addendum to the contract between the Town and the Consultant. Any such additional work agreed to between the parties shall be performed at the same hourly rates set forth in the final negotiated agreement.

Proposer Name: Abbe & Associates LLC dba Zero Waste Associates

Authorized Representative (Print): Ruth Abbe, Principal

Signature: 

Date: 10-15-25

TOWN OF SOUTHWEST RANCHES, FLORIDA
ZERO WASTE CONSULTANT
RFP NO. 25-22 (RE-ISSUE)

OFFEROR'S QUALIFICATION STATEMENT

[Please print clearly]

NAME: Abbe & Associates LLC dba Zero Waste Associates

ADDRESS: 1028 Fair Oaks Avenue, Alameda CA 94501

FEIN: 46-5630095

LICENSE NUMBER: _____ STATE OR COUNTY: _____

LICENSE TYPE: _____
(Attach copy of license)

LICENSE LIMITATIONS, IF ANY: _____
(Attach a separate sheet, if necessary)

LICENSEE SIGNATURE: _____

LICENSEE NAME: _____

PROPOSER'S SIGNATURE: Ruth C Abbe

PROPOSER'S NAME: Ruth Abbe

PROPOSER'S ADDRESS: 1028 Fair Oaks Avenue, Alameda CA 94501

PROPOSER'S PHONE NUMBER: Office: _____ Cell: 415-235-1356

PROPOSER'S EMAIL ADDRESS: ruth.abbe@abbeassociates.com

By: _____

Abbe & Associates LLC

Name of Corporation/Entity

1028 Fair Oaks Avenue, Alameda CA 94501

Address of Corporation/Entity

Ruth C Abbe

Signature of President or Authorized Principal

By: Ruth Abbe

Title: Principal

(If the Proposer is a Corporation, affix corporate seal)



If you're not for Zero Waste...
How much waste are you for?

Proposal to Provide Zero Waste Consultant Services to the Town of Southwest Ranches, Florida

RFP No: 25-22 – ZERO WASTE CONSULTANT (RE-ISSUE)
October 15, 2025



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A. Cover Letter - Company Information

October 15, 2025

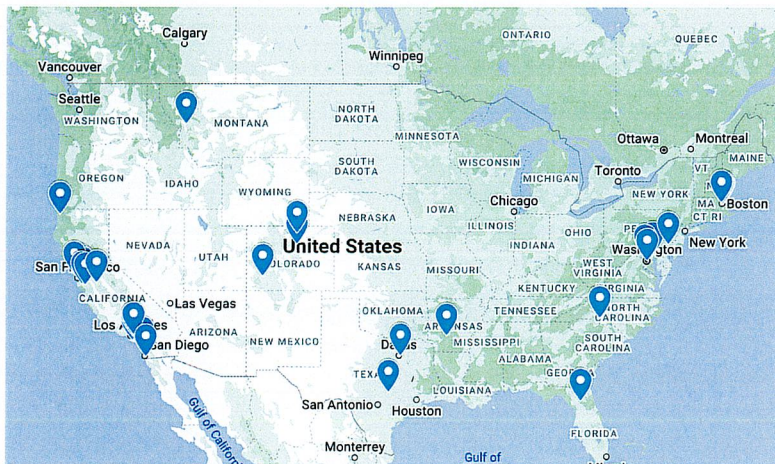
Christina Semeraro, Procurement Officer
13400 Griffin Road
Southwest Ranches, Florida 33330
Email: csemeraro@swranches.org

Dear Procurement Officer Semeraro:

We are pleased to submit our response to the Request for Proposals (RFP) No. 25-22 to provide Zero Waste Consultant Services to the Town of Southwest Ranches (Town). We have assembled a world-class team of Zero Waste experts to help move the Town from a linear economy to a circular economy.

We understand that the Town is committed to preserving its unique character while advancing sustainability goals that reduce environmental impact, promote responsible waste management, and engage residents in Zero Waste practices. This initiative will support the Town in achieving its broader objective of fostering long-term environmental stewardship through inclusive, actionable policies.

Our team is dedicated to Zero Waste planning, program implementation, and facility development. We have supported communities across the country to plan and implement Zero Waste plans and programs. The map below illustrates over 25 Zero Waste plans developed by our team.



Zero Waste Plans Developed by Our Team

Baltimore, MD	Los Angeles, CA
Berkeley, CA	Mecklenburg County, NC
Boston, MA	Menlo Park, CA
Brookline, MA	Montgomery County, MD
Broomfield, CO	Mountain View, CA
Castro Valley, CA	Palo Alto, CA
Dallas, TX	Pasadena, CA
Delaware County	San Jose, CA
Fort Collins, CO	Santa Monica, CA
Gainesville, FL	Stanislaus County, CA
Lexington, MA	Washington, DC

In additional to our national experience, our team is providing Zero Waste consulting services locally to the Miami-Dade County Department of Solid Waste Management.

We have done extensive research on the collection, recyclables processing and composting opportunities in the region and documented local and regional examples of Zero Waste strategies.

We will hit the ground running with no learning curve. We offer the team with the most relevant Zero Waste experience and the energy and enthusiasm needed to address the challenges on the path to Zero Waste.

As the project manager for this assignment, I am authorized to obligate our team to perform the commitments contained in this proposal. Please do not hesitate to contact me at 415.235.1356 or Ruth.Abbe@abbeassociates.com if you have any questions about our proposal.

Very truly yours,

A handwritten signature in black ink that reads "Ruth C. Abbe". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ruth C. Abbe, Principal
Abbe & Associates LLC dba Zero Waste Associates

B. Qualifications and Experience



Zero Waste Associates is a full-service management consulting firm specializing in Zero Waste planning, program development, economic analysis, collection and processing procurement,

contract negotiations, and stakeholder engagement. We work with municipal clients, special districts, and institutional and commercial generators to plan and implement the social and physical infrastructure needed to reach Zero Waste.

Our principals are Board Members of Zero Waste USA, the U.S. National Affiliate of the Zero Waste International Alliance. We support municipalities across the country to embrace and achieve Zero Waste following the internationally peer-reviewed definition of Zero Waste and the Zero Waste Hierarchy, as codified by the Zero Waste International Alliance.

We have extensive experience working with communities and institutions to develop Zero Waste plans and programs similar to those requested by the Town. The following table summarizes recent Zero Waste planning projects undertaken by our team.

Our services include

- Sustainability services, including Zero Waste planning and greenhouse gas accounting
- Stakeholder engagement, outreach and education
- Waste prevention, reuse, and recycling, including processing and recovery facilities and marketing recovered materials
- Local and regional integrated waste management master plans
- Economic, environmental, and feasibility analyses
- System and facility procurements
- Organics management
- Collection efficiency studies, rate review, and hauler procurements and negotiations assistance
- Diversion and disposal studies
- Waste composition and generation projections
- Waste reduction technical assistance to large commercial and institutional generators

Project	Stakeholder outreach	Equity and inclusion	Program/ financial analysis	Greenhouse gas analysis
Austin Resource Recovery Plan	✓	✓	✓	✓
Baltimore Fair Development Plan for Zero Waste	✓	✓	✓	✓
Boston Zero Waste Plan	✓		✓	✓
Broomfield Zero Waste Action Plan	✓		✓	
Gainesville Zero Waste Pathway			✓	✓
Miami-Dade County Zero Waste Master Plan	✓	✓	✓	✓
Palo Alto Zero Waste Strategic Plan	✓		✓	✓
San Francisco Zero Waste Assistance & Analysis	✓		✓	
San José Zero Waste Element	✓	✓	✓	✓
Zero Waste DC Plan	✓	✓	✓	✓

B1. Key Team Members

This section provides brief resumes for Key Team Members.



Ruth Abbe | Project Manager

Ruth Abbe is a senior management consultant with over 25 years of experience in program planning and implementation, facility and collection procurement, contract negotiation, financial analysis, and stakeholder engagement. As president of Zero Waste USA, she is a national leader in Zero Waste planning and works with municipalities across the country to develop the social and physical infrastructure to achieve Zero Waste.

Ruth has worked with more than 100 communities and private sector clients to plan and implement their recycling, organics, and construction and demolition debris programs and Zero Waste strategies. She has provided Zero Waste planning and program implementation services to the cities of Austin and Dallas (TX), Baltimore (MD), Boston, Brookline, and Lexington (MA), Fort Collins (CO); Washington (DC); Berkeley, Los Angeles, Mountain View, Palo Alto, Pasadena, San Francisco, and San José (CA). She has assisted the cities of Austin (TX), Fort Collins (CO), and Los Angeles (CA) to evaluate the feasibility of implementing their mandatory recycling and composting ordinances. She is leading the Zero Waste Associates team on the Miami-Dade Zero Waste Master Plan.



Richard Ramcharitar | Community & Stakeholder Engagement

Richard is the Lead Organizer of a grassroots community group, Broward Clean Air. He is involved in environmental stewardship and educating various community stakeholders including elected officials about incinerators, landfills, and Zero Waste alternatives and measures such as Zero Waste education, municipal programs, policies, initiatives, composting and infrastructure to help build a sustainable circular economy in South Florida cities and throughout the state with an objective of achieving a 75 percent recycling goal

by 2030 in 67 counties. Richard is a Zero Waste Associate. He is trained to support communities, businesses, and institutions in embracing and achieving Zero Waste and he will work with a team of experienced certified Zero Waste consultants to work on Zero Waste plans for South Florida cities. He is currently supporting the Zero Waste Associates team conducting stakeholder outreach and program analysis for the Miami-Dade County Zero Waste Master Plan.



Amanda Rice Waddle | Policy & Program Analysis

Amanda is a Zero Waste consultant working with communities to build their Zero Waste Master Plans. Amanda lives in Gainesville, Florida with her husband and two daughters and has been instrumental in getting Gainesville and Alachua County on the path to Zero Waste through her volunteer work as co-chair of Zero Waste Gainesville. Amanda is also the Director of Zero Waste at The Repurpose Project, where she works with K-12 schools, small businesses, and events to get them on the path to Zero Waste.

Amanda also creates educational material on Zero Waste, plastic pollution, reuse, environmental and social justice related to plastic pollution, and Zero Waste communities. Amanda is also a co-instructor for Zero Waste USA's Zero Waste Associates classes. Amanda is especially interested in data management and modeling Zero Waste analytics for communities. Amanda's love of animals and connection to nature is what drives all of her sustainability work. Amanda worked for many years as a biologist and specifically studied American alligators and amphibian communities from north Florida through the Everglades. She has a deep understanding of natural systems, where nothing is wasted and this basic natural wonder is communicated through her Zero Waste work.



Randy Russell | Community Engagement & Program Analysis

Randall is a sustainable materials management specialist with expertise in resource conservation, Zero Waste planning, organics management, and developing recycling markets with a focus on local/state ordinance compliance programs and public-private partnerships.

He is currently managing the Miami-Dade Zero Waste Master Plan project for WSP and has supported Zero Waste Associates in Zero

Waste planning projects for Berkeley, CA, San Jose, CA, and San Francisco, CA. Randall recently relocated to South Florida and resides in Broward County.

Integrating his technical expertise and proficiency for interpersonal communication, Randall has teamed on numerous projects that involve measuring impact, identifying reduction strategies, implementation, and program rollout. Randall has a proven professional track record and experience, comprehensive knowledge and expertise to undertake, analyze, develop, recommend implementation methodologies and complete the critical process required for usable and adaptable Integrated Zero Waste Plans.

He is certified to provide third-party verification of sustainable development with the Institute for Sustainable Infrastructure (Envision), Zero-Waste-To-Landfill analysis, and construction and demolition debris recovery with the Recycling Certification Institute.

B2. Example Projects

This section provides examples of similar work we have undertaken within the past five years.

Location:

Miami-Dade County, Florida

Timeline:

2025-2026

Contract Value

\$99,750 (Zero Waste Associates)

Client:

Miami-Dade County, Department
of Solid Waste Management

Client Project Manager:

Nick Ciano, Resilience Division
Director, Department of Solid
Waste Management,
Intergovernmental Affairs &
Constituent Services

Nicholas.Ciano@miamidade.gov

305-514-6066

Team Project Manager:

- Ruth Abbe, Zero Waste Associates
- Randall Russell, WSP

Key Deliverables:

- Zero Waste Master Plan
- Stakeholder engagement
- Community survey
- Policy & program analysis
- Goals and milestones
- Implementation plan

Miami-Dade County Zero Waste Master Plan



As a subconsultant to WSP, Zero Waste Associates is providing Zero Waste consulting services to the Miami-Dade County for the development of its Zero Waste Master Plan.

During Phase 1, our team has developed

the Zero Waste Master Plan outline, situation report, draft framework, and has identified over 30 Zero Waste initiatives to be evaluated for countywide implementation.

We have also developed the engagement plan to identify and map the stakeholders, plan and implement the workshops, conduct stakeholder interviews and regional committee meetings, and develop guidelines and talking points, community surveys, and presentations. The engagement plan will launch in August 2025 and the planning process is anticipated to conclude by August 2026.

During Phase 2, our team will conduct focus groups, participate in workshops and subgroup meetings, assist WSP in conducting research and analysis, and support the development of project deliverables. Special topics to be evaluated will include:

- Organics processing infrastructure
- Food recovery
- Recycling of additional materials
- Waste reduction, reuse, repurpose and repair
- Construction and demolition debris deconstruction, reuse and recycling
- Extended producer responsibility
- Household hazardous waste, electronics, and appliances
- Greenhouse gas emissions analysis
- Economic analysis

Location:

Lexington, Massachusetts

Timeline:

2022-2023

Contract Value

\$20,000

Client:

Town of Lexington

Client Project Manager:

David Pinsonneault, Director

Department of Public Works

Town of Lexington

201 Bedford Street

Lexington, MA 02420

dpinsonneault@lexingtonma.gov

781-274-8314

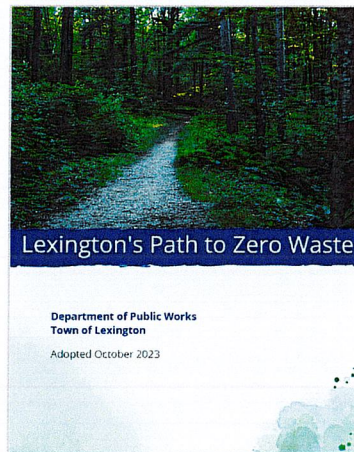
Team Project Manager:

- Ruth Abbe

Key Deliverables:

- Zero Waste Plan
- Stakeholder Outreach
- Current program analysis
- Townwide survey
- Town Hall workshops
- Zero Waste Committee meetings
- Policy & program analysis
- Goals and milestones
- Implementation plan

Lexington Zero Waste Plan



Lexington Town Meeting adopted a Zero Waste Resolution in April 2022 that called for the Town to adopt and model the guiding principles of Zero Waste as overarching goals for the community and all municipal and school operations; and to develop a Zero Waste Plan as soon as possible.

For this project, we met regularly with the Town's sustainability staff and Zero Waste Advisory Committee, conducted stakeholder interviews, listening sessions and an on-line survey; reviewed current programs and identified service opportunities; analyzed potential new or expanded policies, programs and infrastructure; prepared planning cost estimates and an implementation plan; and presented the findings and recommendations at Town Hall workshops and before the Town Meeting.

Twenty-two Zero Waste initiatives were identified for implementation in the short-term (1-3 years), medium-term (4-7 years) and long-term (8-10 years).

The Zero Waste initiatives were grouped into seven categories to evaluate their potential impacts, planning level costs, and strategies for implementation.

- Product Policies & Programs
- Deconstruction, Construction & Demolition Recycling Requirements
- Expand Infrastructure at Hartwell
- Lead by Example
- Outreach & Education
- Changes to the Collection System
- Technical Assistance & Enforcement

Implementation of the Zero Waste initiatives identified in the plan has the potential to increase Lexington's overall diversion rate from 60% to 90%.

Link to Zero Waste Plan:

<https://www.lexingtonma.gov/1267/Zero-Waste>

Location:
Palo Alto, California

Timeline:
2017-2022

Contract Value
\$500,000 total
\$88,000 Zero Waste Plan

Expenditure:
\$342,000 total
\$60,400 Zero Waste Plan

Client:
Palo Alto Department of Public
Works, Environmental Services
Division

Client Project Manager:
Paula Borges, Zero Waste
Manager
City of Palo Alto
3201 East Bayshore Road
Palo Alto, CA 94303
Paula.Borges@cityofpaloalto.org
408.396.0591

Team Project Manager:
▪ Ruth Abbe

Key Deliverables:

- Zero Waste Plan
- Stakeholder Outreach
- Current program analysis
- Materials Characterization
- Policy and Program Planning
- Refuse Contracting Options
Analysis
- Contract Development
Support
- Environmental Documentation
- Technical assistance in
support of mandatory
recycling and composting
ordinance
- Food waste reduction and
food recovery research

Palo Alto Zero Waste Plan and Technical Support



We assisted the City of Palo Alto in planning and implementing the policies and programs needed to reach its goal of 95% diversion of materials from landfills by 2030, and 80% reduction of greenhouse gases by the same year. To identify needed new policies, programs and infrastructure, we conducted a citywide materials characterization study and single family residential "capture rate" study. Through the capture rate study, we determined that 86% of recyclables and 83% of organics were being diverted from disposal through the City's collection programs. Specific material types, such as plastic and food were captured at a lower rate (62% and 46% respectively). We conducted stakeholder interviews and citywide workshops to obtain input on potential new or expanded Zero Waste initiatives. We prepared the 2018 Zero Waste Plan which was an update to the original plan that we prepared in 2007. The new plan identified 48 Zero Waste initiatives for implementation in the short-term 2018-2019, medium-term 2020-2026, and long-term 2027-2030.

We assisted the City in identifying contracting options for extending its collection contract and negotiating a new processing contract. We are now supporting the City by providing on-site technical assistance to help implement the City's mandatory recycling and composting ordinance. We are also conducting research to identify options for food waste reduction and food recovery and will assist the City in its development of a new ordinance requiring surplus food generators to reduce wasted food and donate surplus food to food recovery organizations.

Link to Zero Waste Plan:

<https://www.cityofpaloalto.org/civicax/filebank/documents/66620>

Location:

Washington, DC

Timeline:

2022-2023

Contract Value

\$227,950

Client:

Office of Waste Diversion,
District of Columbia

Client Project Manager:

Sarah Hofman-Graham
2000 14th Street NW, 6th Floor
Washington, DC 20009
Sarah.hofman-graham@dc.gov
202-710-3969

Team Project Manager

- Ruth Abbe

Key Deliverables:

- Zero Waste Plan
- Zero Waste Framework
- Public Workshops
- Policy & program analysis
- Cost-benefit analysis
- Goals and milestones
- Implementation plan

Zero Waste DC Plan



The District of Columbia Sustainable Solid Waste Management Amendment Act of 2014 established an Interagency Waste Reduction Working Group and charged it with producing and implementing a Zero Waste plan.

For this project, our work included: collecting and analyzing data to develop the draft Zero Waste Framework, developing the public

engagement strategy, conducting 20 public workshops, conducting a cost-benefit analysis, drafting Zero Waste DC Plan (analyzing 43 Zero Waste actions to be implemented through 2040) and Zero Waste DC Transformation Order (codifying the policies and programs).

The plan was designed to provide a unified and comprehensive strategy for sustainable solid waste management over the planning period of 2023 to 2040 and is intended to inform future policy development and decision-making at a leadership level.

The Zero Waste DC Plan, if implemented in full, will achieve the following by 2040:

- Reduction of the citywide solid waste stream by 18%.
- A citywide solid waste diversion rate of 80% in achievement of the District Government Zero Waste goal.
- Annual greenhouse gas (GHG) emissions reductions of 1.38 million MTCO₂e.
- Creation of nearly 300 green jobs within District Government and inject \$67 million in financial assistance and incentives into the community.

Link to the Zero Waste Plan:

<https://zerowaste.dc.gov/zwdcplan>

C. Task and Deliverables Work Plan

This section describes our approach to the specific tasks identified by the Town in the Request for Proposals.

Phase I Adoptable Zero Waste Plan

Stakeholder Interviews, Listening Sessions and On-line Survey

For this task, we will conduct interviews with Town staff and conduct listening sessions with key stakeholders (which could include school representatives, community organizations, business representatives, environmental and environmental justice organizations, and local and regional service providers).

We will prepare an on-line survey for distribution by the Town, to gather public input on the barriers and opportunities for reducing waste and increasing recycling and composting in Southwest Ranches.

Deliverables:

- 10 interviews or listening sessions
- Summary notes, documenting outcomes
- On-line survey and summary memo of survey results

Meeting 1 - Introduction to Zero Waste and Guiding Principles

We will kick-off the project with an overview of Zero Waste planning and present sample goals and guiding principles for the plan. We will discuss the goals of the project and the goals of the plan. At this meeting, we will also receive input from the Town to identify specific areas of research to be undertaken and review the information request.

We recommend close coordination with the Zero Waste Advisory Board to guide our work. These meetings could be conducted with the Advisory Board and stakeholders from representative groups or non-profits.

We anticipate conducting two on-line Town Hall meetings open to the public, based on project milestones.

Deliverables:

- Agenda and presentation materials
- Sample goals and guiding principles
- Zero Waste Planning Checklist and Service Opportunities
- Information request
- Presentation at on-line Town Hall meeting

Meeting 2 - Review Zero Waste Planning Checklist and Service Opportunities

The Town staff and the Advisory Board will review the checklists results and discuss the service opportunities (new or expanded policies, programs and infrastructure) and provide direction for the Zero Waste initiatives to be included for evaluation in the plan. Based on information provided by Town staff and other available research, we will prepare a situation report.

Deliverables:

- Agenda and presentation materials
- Situation report based on current programs, diversion and destructive disposal data

Meeting 3 - Prioritize Zero Waste Initiatives

At this meeting, Town staff and the Advisory Board will review the Zero Waste initiative descriptions and prioritize them for inclusion in the plan. Each initiative description will include a description and regional and national examples from other communities with similar demographics or existing conditions. We will discuss timing for implementation (short-, medium- and long-term), planning level costs, funding and action steps. Town staff and the public will give guidance for the development of the draft plan elements.

Deliverables:

- Agenda and presentation materials
- Zero Waste initiative descriptions
- Presentation at on-line Town Hall meeting

Meeting 4 - Review Draft Plan Elements

At this meeting, the Town staff and the Advisory Board will review and provide comments on the draft plan elements. This is anticipated to be a high-level action plan describing the background, initiatives and next steps for implementation. This document will be prepared using the Town's preferred format and style guidelines

Deliverables:

- Agenda and presentation materials
- Zero Waste Plan Elements
- Revised Zero Waste Plan Elements
- Diversion potential and greenhouse gas analysis
- Presentation of Zero Waste Plan to Town Council

Assumptions:

- The Town will provide us with background information on current services, outreach programs, diversion tonnages, and demographics.
- We will prepare meeting documents and agendas one week in advance of each meeting (to be posted and distributed in accordance with Town guidelines).
- Meetings will be conducted via Zoom (our platform) or another online meeting platform provided by the Town.
- We will provide planning level diversion and cost estimates for each of the initiatives selected by the Town.
- We will provide one draft and one revised Zero Waste Plan document, incorporating feedback from the public and Town staff.
- Costs will be billed based on project milestones.

Phase II Implementation Support

Our team provides implementation assistance to municipalities, institutions and businesses, including:

- Door-to-door outreach in support of recycling and compost collection
- Green Team training for municipalities, businesses, schools and faith organizations
- Development of outreach and education materials, including website design, fact sheets, FAQs, brochures, newsletters, email outreach and social media.
- Contract negotiation for collection and processing services
- Systems analysis and facility development
- Grant-writing, grant management and oversight

We would be delighted to support the Town in implementing any of the Zero Waste strategies identified in the Zero Waste Plan.

C1. Project Timeline

We understand that the Town anticipates completion of the Zero Waste Plan within six months of the award date. We propose regularly monthly meetings with Town staff and the Zero Waste Advisory Board focused on the project milestones. We will kick off the stakeholder engagement and first meeting in Month 1 and complete the final plan in Month 6. Depending on the noticing requirements of the Town Council, the presentation to the Town Council would occur in Month 6 or 7.

Task	Timeframe
Stakeholder Interviews On-line Community Survey	Month 1
Meeting 1: Guiding Principles On-line Town Hall	Month 1
Meeting 2: Zero Waste Checklist	Month 2
Meeting 3: Zero Waste Initiatives On-line Town Hall	Month 3
Meeting 4: Draft Plan Elements	Month 4
Draft Plan and Analysis	Month 5
Revised Plan and Analysis	Month 6
Presentation to Town Council	Month 6 or 7

D. Resources and Availability

Zero Waste Associates has a deep bench of Zero Waste professionals available to support the Town on the path to Zero Waste.

Our colleagues have a diverse skill set which include:

- Economic analysis
- Engineering support
- Procurement assistance
- Program analysis
- Planning and implementation
- Graphic design
- Website support
- Community-Based Social Marketing
- Zero Waste ambassador training

Two of our team members (Richard and Randall) are based in Broward County and can provide on-site support to the Town.

E. Client References

Our team members are Zero Waste practitioners who work every day to plan and implement Zero Waste policies, programs, and infrastructure. In the following tables, we have summarized recent project examples that demonstrate our ability to provide services similar to those requested by the Town.

While we maintain excellent relationships with all of our clients, the references that we have chosen to include here are especially relevant to the work that the Town is requesting consultant services for, and represents work that we are especially proud of.

REFERENCE 1

Name of Client

City of Boston, MA

Contact Person	Telephone Number	Email
Susan Cascino (retired)	617-309-0335	susancascino@gmail.com
Dates of Service	Cost of Service	
August 2017 - May 2019	\$148,000	

Brief Description of Services Provided

We developed the [Boston Zero Waste Plan](#), which included: organizing and facilitating meetings of the Zero Waste Advisory Committee, summarizing existing data, policies and programs, assessing waste reduction and diversion opportunities for residential, commercial, industrial, and institutional sectors, performing cost/benefit analyses, drafting the Zero Waste Plan and presentation materials, drafting a market and economic development strategy, and drafting public education case studies.

REFERENCE 2

Name of Client

Department of Public Works, Town of Lexington, Massachusetts

Street Address		City	State	Zip Code
201 Bedford Street		Lexington	MA	02420
Contact Person	Telephone Number	Email Address		
David Pinsonneault	781-274-8314	dpinsonneault@lexingtonma.gov		
Dates of Service	Cost of Service			
May 2022-October 2023	\$20,000			

Brief Description of Services Provided

We prepared the [Lexington Zero Waste Plan](#), which included: regular meetings with the Town's sustainability staff and Zero Waste Advisory Committee,

stakeholder interviews, listening sessions and an on-line survey. We reviewed current programs and identified service opportunities; analyzed potential new or expanded policies, programs and infrastructure; prepared planning cost estimates and an implementation plan; and presented the findings and recommendations at Town Hall workshops and before the Town Meeting.

REFERENCE 3

Name of Client

City of Palo Alto, CA

Street Address	City	State	Zip Code
3201 East Bayshore Road	Palo Alto	CA	94303

Contact Person	Telephone Number	Email
Paula Borges, Zero Waste Manager	408.396.0591	Paula.Borges@cityofpaloalto.org

Dates of Service	Cost of Service
August 2017 - May 2019	\$148,000

Brief Description of Services Provided

We conducted a citywide materials characterization study and single family residential "capture rate" study. Through the capture rate study, we determined that 86% of recyclables and 83% of organics were being diverted from disposal through the City's collection programs. Specific material types, such as plastic and food were captured at a lower rate (62% and 46% respectively). We conducted stakeholder interviews and citywide workshops to obtain input on potential new or expanded Zero Waste initiatives. We prepared the 2018 Zero Waste Plan which was an update to the original plan that we prepared in 2007. The new plan identified 48 Zero Waste initiatives for implementation in the short-term 2018-2019, medium-term 2020-2026, and long-term 2027-2030.

REFERENCE 4

Name of Client

Office of Waste Diversion, District of Columbia

Street Address	City	State	Zip Code
2000 14 th Street NW, 6 th Floor	Washington	DC	20009

Contact Person	Telephone Number	Email Address
Sarah Hofman-Graham	202-710-3969	Sarah.hofman-graham@dc.gov

Dates of Service	Cost of Service
June 2022-June 2023	\$227,950

Brief Description of Services Provided

We prepared the [Zero Waste DC Plan](#), which included: collecting and analyzing data to develop the draft Zero Waste Framework, developing the public engagement

strategy, conducting 20 public workshops, conducting a cost-benefit analysis, drafting Zero Waste DC Plan (analyzing 43 Zero Waste actions to be implemented through 2040) and Zero Waste DC Transformation Order (codifying the policies and programs).

REFERENCE 5

Name of Client

Zero Waste Division, City of Berkeley, California

Street Address	City	State	Zip Code
1201 Second Street	Berkeley	CA	94701

Contact Person	Telephone Number	Email
Leticia Jauregui, Division Director	510-377-4622	ljauregui@berkeleyca.gov

Dates of Service	Cost of Service
February 2023-Present	\$500,000

Brief Description of Services Provided

We prepared a Materials Characterizations Study classifying each materials stream (recycling, organics, refuse) into over 100 material types for each generator sector (single-family, multifamily commercial and self-haul). Estimated diversion and capture rate.

We are now preparing the Integrated Zero Waste Strategic Plan which includes: outreach and stakeholder engagement, operations review, transfer station feasibility study integration, Zero Waste programs, policies, and ordinances, Zero Waste Division staffing, program outreach and education recommendations, Zero Waste Division staffing, financial analysis, and Integrated Zero Waste Strategic Plan.

REFERENCE 6

Name of Client

Office of Sustainability, Delaware County, Pennsylvania

Street Address	City	State	Zip Code
201 W Front Street, Rm 209H	Media	PA	19063

Contact Person	Telephone Number	Email Address
Rebecca Yurkovich	484-846-2075	Yurkovichr@co.delaware.pa.us

Dates of Service	Cost of Service
December 2022-Present	\$215,000

Brief Description of Services Provided

We prepared the [Municipal Waste Management Plan – Delaware County's Path to Zero Waste](#), which included: evaluating scenarios for long-term waste disposal, conducting extensive public outreach (including workshops, stakeholder meetings and focus groups), developing goals and objectives for the plan, conducting a

solid waste facility inventory, developing projections for waste quantity and composition, developing Zero waste initiatives, projecting potential diversion estimates and planning level costs, conducting a strategic analysis and life-cycle analysis.

F. Price

We propose to undertake the following tasks for the not-to-exceed budget of \$35,000. We are flexible about our approach and can modify our scope and budget based on the needs of the Town.

Task	Budget
Stakeholder Interviews, on-line survey	\$5,000
Meeting 1: Guiding Principles	\$4,500
Meeting 2: Zero Waste Checklist	\$4,500
Meeting 3: Zero Waste Initiatives	\$4,500
Meeting 4: Draft Plan Elements	\$4,500
Draft Plan and Analysis	\$7,000
Revised Plan and Analysis	\$5,000
Total Cost	\$35,000

Hourly rates:

Principal \$200

Technical Analysis \$175

Outreach & Education Assistance \$150

G. Value-Added Capabilities

Zero Waste Associates has a wide network of Zero Waste professionals operating regionally and nationally. We have undertaken smaller, competitively-priced projects and large, multi-year, multi-million engagements. We are deeply invested in the success of the local community. We believe that the Town can be a leader in Zero Waste and provide an example for other communities in Broward County. In addition to our professional consulting work in Zero Waste, we are educators and networkers and have conducted Zero Waste trainings locally, nationally and internationally. We look forward to collaborating with the Town and the Zero Waste Advisory Board on your path to Zero Waste.

H. Exceptions

We take no exceptions to the RFP or the sample agreement included in the RFP.

Other – Required Forms

Please find each of the required forms included in the RFP attached to this section.

- Offeror's Qualification Statement
- Price Proposal Form
- Drug Free Workplace
- Governmental Contact Information
- Anti-Lobbying Certification
- Acknowledgment of Conformance with O.S.H.A. Standards
- Proposer Experience
- Acknowledgement of Addenda
- Liability Claims (None)
- Form W-9
- Proof of Insurance
- 44 C.F.R. Part 18 - Certification Regarding Lobbying
- E-Verify Memorandum of Understanding
(Note that we have applied and are pending enrollment)
- Other Federal, State and Local Requirements

Notarized forms are included as a separate attachment.

- Disclosure of Ownership Interest Affidavit
- Disclosure of Ownership Interests
- Sworn Statement Pursuant to Section 287.133(3)(A) Florida Statutes on Public Entity Crimes
- Non-Collusion Affidavit
- Anti-Lobbying Certification Form
- Certificate of Authority (If Individual / Sole Proprietor)
- Proposer Confirmation of Qualifications