



**Connecting Community, Economy & Ecology**

**SUSTAINABLE FAIRFAX 2013-014  
DESCRIPTION AND SCOPE OF SERVICES**

Consultant shall implement the Marin County Hazardous and Solid Waste Management Joint Powers Authority Zero Waste Grant as submitted by the Town of Fairfax and includes the following:

- A. Education and outreach for ordinance # 771 (collection, recycling & disposal of waste generated from construction and deconstruction of projects with the Town of Fairfax)
  - a. Education at the front end during the permit application phase. Information on the town website and Sustainable Fairfax's website with flyers to be distributed upon receipt of permit regarding local alternatives to the landfilling of materials.
  - b. Host a roundtable with contractors, Carrie Bachelder, from the Away Station, a council member and member of the building department staff to find out what is realistic and needed for the C&D ordinance to be effectively implemented.
  - c. Promote the Away Station and other licensed repurposing and recycling facilities.
  
- B. Providing outreach and education on mandatory commercial recycling for licensed businesses and Multi-family complexes of 4 or more units (ordinance 772).
  - a. Utilize Sustainable Fairfax and AmeriCorp volunteers to attend local events and provide information and educational materials. Coordinate with MSS to assure that the terms of the franchise agreement are being adhered to and MSS services are provided and utilized to their fullest.
  - b. Connecting with the local apartment managers and residents and supporting them in implementing mandated recycling systems. Provide education about green waste program.
  - c. Provide education on recycling services offered by MSS to commercial businesses. Implement door to door campaign for the top fifteen priority businesses (identified by MSS and Town ZeroWaste Committee) provide information about commercial composting services available in the future.
  
- C. Public Right of Way Recycling
  - a. Evaluating the condition and capacity of the public right of way tri-receptacles on Bolinas, Broadway, Youth /Community Center and Sir Francis Drake as well as monitoring Conservation Corp NorthBay (CCNB) permanent recycling stations.
  - b. Work with CCNB to upgrade current stations.

- c. Research recycling stations for public right of way, and coordinate with Town and MSS to determine a servicing and hauling system.
- d. Partner with Town staff to identify and apply for grants that will fund public right of way recycling stations and educational signage.

**D. Residential Green Waste**

- a. Promote green bin usage, and educate on the role that composting plays in reducing green house gasses caused by organic materials in the landfill.
- b. Conduct door-to-door residential green waste campaign with youth interns. Include multi-family apartments that fall under the residential green waste program as well.
- c. Provide Fairfax specific signage and local information alongside the 'Zero Waste Marin' banners which promote county wide green bin use.
- d. Establish a measurement system to chart the progress of green bin use in Fairfax, and a creative visible way to publicize the results (i.e., trash art sculptures/measurement stick in Bolinas Park).

**E. Portable Outdoor Event Recycling Stations (special events only)**

- a. Research the cost to purchase, or design and contract the building of 4 outdoor mobile recycling stations and implement a consistent town wide event recycling system.
- b. Establish a protocol with education materials to be used by event managers.

**F. Take Back Day & Recycle Circus**

- a. As stipulated in the resource recovery contract between MSS and the Town of Fairfax, we will host a one day event with MSS, promoting the resource recovery services offered by MSS. This is an opportunity to provide education to the community about Zero Waste initiatives, as well as offer free paper shredding, e-waste recycling and a prescription drug take back location.

**G. Coordinate with the Town, the Fairfax Festival Committee, CCNB and MSS to insure the best possible diversion of materials at the Fairfax Festival.**

**H. Conduct one Backyard composting workshop in 2013 and one in 2014 for local residents.**

**I. Town facility bins**

- a. Assist in creating a waste practices paragraph in the Town Building rental agreements.
- b. Set up town protocols that align with new recycling sorting stations.

J. Work with restaurants and other businesses with commercial business licenses to educate about the mandated recycling guidelines (AB 341) and new “Food to Energy” program at Central Marin Sanitation Agency. (CMSA)

- K. Run monthly Zero Waste community committee meetings.
- a. Volunteer committee will assist with the design and implementation of the Zero Waste initiatives listed in this contract.
  - b. Committee communications team will promote Zero Waste initiatives.

This reflects a twelve-month contract with Coordinating Partner starting October 1<sup>st</sup>, 2013 through September 30<sup>th</sup>, 2014. The vision and hope is that this model will grow each year and encompass other communities in the Ross Valley allowing Fairfax to reach our goal of 94% diversion of materials from landfill by 2020.

**Proposed Draft Budget**

Draft Budget for Scope of Services agreement between Consultant and Town of Fairfax under the Marin County Hazardous and Solid Waste Management Joint Powers Authority Zero Waste Grant: Other funds may need to be found from MSS franchise fees, AB939, CalRecycle or other potential grant sources to cover consultant fees.

**Proposed six-month budget (October 1, 2013 –March 31, 2014)**

Project Coordinator	Avg. 10 hrs per week for 25 weeks out of the year @\$25 per hour	\$6,250
Consultant Organization oversight staff and organizational support	Avg. 5 hrs per week for 25 weeks out of the year @ \$25 per hour	\$3,125
Workers Comp insurance for coordinator and oversight staff		\$400
Materials	-Support for Green Team -Signage for model sites at three businesses and three multi-family complex sites -Printed materials for education at events and model sites -Pamphlets and bookmarks for outreach -Signage for mandated multi-family unit recycling	\$2,700

	*Does not include bins for the public right of way	
Six-month total		\$12,475

**Proposed six-month budget (April 1, 2014 -September 30, 2014)**

Project Coordinator	Avg. 10 hrs per week for 25 weeks out of the year @\$25 per hour	\$6,250
Consultant Organization oversight staff and organizational support	Avg. 5 hrs per week for 25 weeks out of the year @ \$25 per hour	\$3,125
Workers Comp insurance for coordinator and oversight staff		\$400
Materials	-Support for Green Team -Special event recycling stations -Printed materials for education at events -Workshop materials -Take Back Day support and signage -Pamphlets and bookmarks for outreach *Does not include bins for the public right of way	\$3,800
Six-month Total		13,575

Total funds required are \$26, 040. Budget actual will be reported at the end of the contract cycle, funds will be distributed on a monthly or quarterly cycle as needs arise and costs are fixed. Remaining funds can be applied to the next year contract.