

# Solid Waste Study Scope of Work- Draft

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## **Public Participation**

At the outset of the planning process, the consulting team will meet with town staff to develop a public participation plan. This plan may include holding public forums, focus groups, developing and executing surveys, utilizing the Town's Engage Carrboro tool (a public input site powered by MySidewalk), and other public outreach methods. It may occur prior, during, or after data collection and before any pilot program is proposed.

### *Consulting team tasks*

- Coordinate with town staff to develop a public participation plan
- Execute public participation plan with town staff

## **Assessment of Current Waste Programs**

Work with Carrboro staff to prepare an analysis of current solid waste services. Measure and profile the current cost of each of the residential waste collection services (MSW, bulky waste, and yard waste). Determine the current tonnages of materials collected. Determine the cost of each service per household unit and per ton collected.

## **Residential Waste Characterization Study**

The Consultant will work with Town staff to select a representative sample of residences from each route day to audit (also known as a cart audit) to complete a residential waste characterization study. The trash study will evaluate what is being thrown away as well as the fullness or capacity of municipal trashcans on trash pick-up day. As a basis for preparing cost estimates the Consultant should plan to utilize same waste categories as used in the 2010 Orange County waste characterization study, though final categories may include some changes and will be determined in coordination with Town staff.

### *Consulting team tasks*

- Coordinate with Town staff to prepare a methodology that will result in a residential waste characterization study that is representative of the town as a whole.
- Collect additional data as necessary (may also be completed by Town staff)

## **Residential Waste Collection Route Study**

The consulting team will conduct a residential waste collection route study to evaluate several perceived issues. The study should determine if current residential waste routes are the most efficient for collecting waste in the area serviced by Carrboro Public Works to include maximizing the productivity of the recently purchased E3-hybrid trash collection truck. It should also evaluate the possibility of route reduction (i.e. pick-up every 10 days,

every other week, or other possible options). Data from the residential waste characterization study should be utilized to assess pick-up frequency and suggested container size.

#### *Consulting team tasks*

- Design the study by utilizing a route list with addresses served each day
- Determine how to maximize collection efficiency and reduce the truck hours
- Determine if a pilot program changing pick-up frequency would be appropriate
- Evaluate implications of route reduction/frequency

Using data collected in the waste characterization study, route study, and considering the study area, analyze the possibility of route reduction and/or realignment for areas serviced by Carrboro solid waste services. The analysis should provide multiple options and presenting the pros and cons of each option. The analysis should also provide recommendations for methods that can be used to maintain route efficiency as the Town grows and as new services are implemented which impact the amount of waste generated.

#### **Residential Organics Collection**

The consulting team will collect data and review other residential organics collection programs nationwide to explore in detail the possibility of residential organics collection in Carrboro. Working with Town staff and North Carolina Department of Environmental Quality, the appropriate data should be collected to determine if a residential organics collection is plausible and viable for the Town of Carrboro. This should include data about potential costs for the implementation of a residential organics collection program. This may include engaging local, private composting companies and/or evaluating current partnerships with Orange County, and evaluating partnerships with other potential partners such as OWASA.

#### *Consulting team tasks*

- Evaluate collection system options (how the material will be picked up)
- Evaluate processing options for the collected materials (where the collected material will go and what will happen to it)
- Determine if a pilot program would be appropriate
- Evaluate implications of residential organics collection

Using data collected in the waste characterization study, route study, and considering the study area, analyze the possibility of a residential organics collection. The analysis should provide multiple options and presenting the pros and cons of each option.

#### **Prepare Recommendations For the Development of a Residential Organics Pilot Program**

Dependent upon the data collection and analyses previously described, feedback from the public, and direction from Town staff and the Board of Aldermen develop a pilot program to implement a residential organics collection program, route changes, or combination. This

should include the selection of a pilot area and detailed description the pilot program including recommended length and instructions for successful implementation.

*Consulting team tasks*

- Determine a recommended pilot program area of implementation
- Detailed description and cost of pilot program
- Project cost of program implementation town-wide

**Final Product**

The consultant will compile the information collected from the public, data collected as described above, and aforementioned analysis into a comprehensive, well-organized, and clear Solid Waste Study document that describes issues laid out in the scope of work and provides recommendations to inform the future of solid waste services in Carrboro. Goals developed early in the process should be included.

*Consulting team tasks*

- Develop a draft version of the deliverables for staff review
- Develop a revised draft version for presentation at a Board of Aldermen meeting
- Revise the deliverable into a final draft to be considered for adoption

**THE LAST OPTION SHOUL BE PRICED SEPARATELY AS A POSSIBLE ADD-ON TO THE PROJECT.**

**Pay As You Throw**

The consulting team will collect data and review other pay as you throw (PAYT) programs nationwide to explore in detail the possibility of a PAYT program in Carrboro. Working with Town staff and North Carolina Department of Environmental Quality, the appropriate data should be collected to determine if a PAYT program is plausible and viable for the Town of Carrboro. This may include engaging local, private collection companies and/or evaluating current partnerships with Orange County and surrounding municipalities.

*Consulting team tasks*

- Collect and evaluate are relevant data
- Determine if a pilot program would be appropriate
- Evaluate implications of residential organics collection

Using data collected in the waste characterization study, route study, and considering the study area, analyze costs and benefits of a PAYT program as it relates to Carrboro and current relationships with surrounding towns and the county. The analysis should provide multiple options and presenting the pros and cons of each option.