



HF&H Consultants

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March 11, 2026

Stephen Bise
Public Works Director
City of Fullerton
1580 W. Commonwealth Avenue
Fullerton, California 92832

Sent via email: Stephen.Bise@cityoffullerton.com

Subject: Proposal to Provide On-call Solid Waste, Recycling, and Organics Consultant Services

Dear Stephen Bise,

HF&H Consultants (HF&H) is pleased to submit this proposal to the City of Fullerton (City) to provide on-call solid waste, recycling, and organics consultant services.

This scope was developed after a call with City staff on Monday, March 2, 2026. The scope is intended to continue supporting the City with on-call solid waste implementation support services to advise the City in achieving compliance with the state's recycling and organics recycling requirements.

Thank you for the opportunity to provide you with this information. We look forward to an opportunity to continue our partnership with the City. If you have any questions, please contact Haley Kunert at (949) 251-0930 or hkunert@hfh-consultants.com.

Very truly yours,

Laith B. Ezzet, CMC
Senior Vice President

Haley Kunert
Senior Project Manager

HF&H CONSULTANTS, LLC



Section 1: Scope of Work

TASK 1: SB 54 COMPLIANCE SUPPORT

HF&H recognizes that there are many uncertainties with the SB 54 regulations, and the regulations are anticipated to be finalized in 2026. HF&H will, within budgetary parameters, guide the City as the regulations are finalized. Example support can include drafting comment letters, responding to requests for information regarding SB 54, creating memoranda related to the legislation, developing and providing presentations to City Council, etc.

TASK 2: CALGREEN SUPPORT

Upon City request, HF&H will support the City by reviewing and updating the City's current CalGreen Construction and Demolition and/or internal policies for efficiencies, best management practices, and compliance with state mandates.

TASK 3: LEGISLATIVE COMPLIANCE AND PROGRAM MAINTENANCE ACTIVITIES

Upon City request, HF&H will assist with various SB 1383 diversion related inquiries and miscellaneous tasks that arise from time to time. These tasks will include legislative research, compliance tracking and reporting, and general solid waste, recycling, and organics liaison assistance.

Task 3a. Program Analysis and Expansion

To perform this task, HF&H may:

- Track solid waste legislation, regulations, SB 1383 resources, guidance, and funding opportunities, CalRecycle policy decisions, and other solid waste, recycling, and organics issues pertinent to the City.
- Provide legislative and regulatory updates and discuss significant items at face-to-face meetings (if requested by City staff).
- Monitor local solid waste, recycling, and organics industry developments that may impact the City, such as developments at the Orange County landfills.

Task 3b. Implementation Record Review and Program Description Updates

Upon request, HF&H will review the City's SB 1383 Implementation Record to assess compliance, identify opportunities to enhance program performance, and ensure alignment with current operational practices. This review may also include updating relevant program descriptions to reflect changes resulting from the City's competitive solid waste hauler procurement process.



HF&H will:

- Evaluate existing Implementation Record content for accuracy, completeness, and consistency with SB 1383 regulatory requirements.
- Identify gaps or areas where additional documentation, clarification, or improved tracking may strengthen compliance.
- Update program descriptions to incorporate new or revised collection services, service standards, education and outreach requirements, contamination monitoring procedures, and other program elements adopted through the recent hauler procurement.
- Recommend enhancements that support long-term compliance, improve documentation practices, and align the City's Implementation Record with CalRecycle expectations.

All updates will be prepared to integrate into the City's existing Implementation Record format.

Task 3c. Updated Gap Analysis

HF&H prepared a gap analysis in 2021 and will update the analysis to reflect current conditions to show progress since that time.

i. Engagement Initiation

HF&H will initiate the engagement by conducting a virtual meeting with City staff in order to confirm the study approach and schedule.

ii. Request for Information

HF&H will prepare a request for information detailing the data required from the City and other parties to conduct the analysis. HF&H will facilitate a virtual meeting with the City to discuss the request for any information that is not currently accessible to HF&H. This meeting will also be used to establish timelines for the provision of the requested information, as well as HF&H's corresponding work products.

iii. Community Programs Review

The City will receive an analysis of the current organics collection programs for compliance with regulatory requirements (including processing, food recovery, education and outreach, and SB 1383 reporting). HF&H will obtain any necessary program compliance clarification from CalRecycle's SB 1383 Manager, or other CalRecycle representatives. The City will leverage HF&H's strong working relationship with CalRecycle and our deep knowledge of SB 1383 compliance issues, gained through a number of SB 1383 implementation and compliance engagements conducted in coordination with CalRecycle.

iv. Internal Operations Review

While SB 1383 is a shared-responsibility bill, providing opportunity for delegation of requirements to franchisees, there are numerous requirements that cannot be reasonably



delegated, such as procuring recovered content paper, issuing fines, and amending ordinances. HF&H will evaluate the City's internal operations to identify gaps in performance or service compared to SB 1383 requirements. This analysis will primarily focus on service, purchasing, education, outreach, and reporting requirements.

v. Baseline Analysis Report and Meeting

Drawing on the insights and outcomes from Tasks 3c. i through 3c. iv, HF&H will facilitate a virtual meeting to clearly articulate the degree of compliance within current programs, internal operations, and infrastructure. HF&H will discuss the pros and cons of various compliance pathways. At this point, HF&H will solicit the City's desired programs for consideration. HF&H will document the discussion and direction provided in the form of annotated meeting notes.

Task 3c Deliverable

The City will receive an updated baseline conditions report in Microsoft Excel format. This report will inform a virtual workshop during which HF&H will review the City's current compliance status and solutions to be considered, as well as progress made from the 2021 gap analysis.

Task 3d. CalRecycle Electronic Annual Report Analysis Support

HF&H may analyze the City's historical CalRecycle Electronic Annual Reports (EAR) submissions by comparing current year with prior year data, narratives, and program descriptions to identify trends, gaps, and opportunities for improvement. This review will:

- **Assess Year-Over-Year Changes:** Compare disposal tonnage, diversion programs, education, enforcement, and procurement reporting across multiple years to identify areas of progress, stagnation, or decline.
- **Evaluate Program Effectiveness:** Review program descriptions, outreach efforts, monitoring, procurement activities, and reporting to determine which programs may need refinement, expansion, or retirement.
- **Identify Reporting Gaps or Risks:** Highlight inconsistencies, missing data, or areas where CalRecycle may request clarification or where corrective action may be beneficial.
- **Recommend Opportunities to Revitalize or Update Programs:** Provide targeted recommendations for strengthening programs, improving reporting accuracy, and enhancing alignment with SB 1383 requirements.
- **Summarize Key Findings:** Deliver a concise Excel summary of actionable insights the City can use to update its program strategy and prepare for future EAR submissions with stronger programs.

TASK 4: SOFTWARE DEVELOPMENT ADVISORY SUPPORT

It is our understanding that the City has procured a third-party software program with SMART 1383. Upon City request, HF&H will support the City's third-party developer of the SB 1383 and stormwater software by providing advisory guidance and identifying enhancement opportunities to ensure compliance with the City's desired goals for implementation.



TASK 5: SB 1383 CITY WEBSITE REVIEW

Upon request, HF&H will provide website review and advisory support to assist the City in strengthening its public-facing solid waste, recycling, and organics information. This service includes evaluating any City webpages related to solid waste programs and identifying opportunities to improve engagement, accuracy, usability, and compliance with applicable state regulations. We may also evaluate whether the website appropriately communicates state-mandated requirements (e.g., SB 1383) and where additional guidance, educational tools, or interactive resources would support compliance and public participation.

HF&H will provide recommendations that may include updating or expanding FAQs, simplifying or reorganizing content, adding step-by-step instructions, enhancing links to relevant resources, and incorporating visuals such as graphics, icons, or infographics to improve understanding. We may also assess opportunities to expand multilingual content and ensure mobile accessibility to serve the City's diverse community.

All recommendations will be informed by Community-Based Social Marketing (CBSM) practices and industry best practices to help the City increase public awareness, improve user engagement, and promote successful participation in its recycling and organics programs.

TASK 6: OTHER TASKS ASSIGNED

HF&H is available to assist with other solid waste, recycling, and organics programs or compliance activities (such as a CalRecycle Compliance Evaluation) that may be identified during the course of the project within budgetary limitations.



Section 2: Fee Proposal

We will provide our services on an as-needed basis beginning upon City approval, and ending June 30, 2027, or when budget is fully utilized.

We will perform the on-call scope of work based on time and materials, not to exceed the total budgeted amount. The total proposed budget for the on-call services is not to exceed \$95,000.

The workplan on the following page itemizes hours by task and staff classification. Staffing assignments and fees may be shifted among tasks to meet the City's priorities. Actual costs may be higher or lower than estimated amounts, depending on the level of support requested by the City for specific tasks.

We will bill the City once per month based on the number of hours worked and expenses incurred. Payment is due within 30 days of invoicing. Hourly rates are shown below.

PROFESSIONAL FEES

Hourly rates for professional and administrative personnel through December 31, 2026, are as follows:

<u>Position</u>	<u>Rate*</u>
Executive	\$340 - \$380
Senior Project Manager	\$315 - \$340
Project Manager/Senior Associate	\$235 - \$300
Associate Analyst	\$205 - \$225
Assistant Analyst	\$175 - \$195
Administrative Staff	\$130 - \$175

*Hourly rates adjust each January 1 by 4%.

DIRECT EXPENSES

Standard charges for common direct expenses are as follows:

Automobile Travel	Prevailing IRS mileage rate
Airfare and Public Transit	Actual Cost



Table 1: Estimated Workplan of Hours*

Task Description	Sr. Vice President	Sr. Project Manager (PM)	PM/Sr. Associate	Associate	Assistant	Total Hours
On-Call Support Services						
On-Call Hours	16	74	140	100	54	384
On-Call Fees	\$ 6,064	\$ 23,310	\$ 34,300	\$ 20,500	\$ 10,368	\$ 94,542
Hourly Rate	\$ 379	\$ 315	\$ 245	\$ 205	\$ 192	
Subtotal	\$ 6,064	\$ 23,310	\$ 34,300	\$ 20,500	\$ 10,368	\$ 94,542
Expenses						\$ 458
Total Fees and Expenses						\$ 95,000

* Hours may be shifted among tasks staff levels within budgetary parameters.