



September 14, 1990

Mr. William Lecher, P.E.
Nassau County Engineer
2290 South 8th Street
Fernandina Beach, FL 32034

Re: Recycling Grant Application for Nassau County

Dear Mr. Lecher:

Roy F. Weston, Inc. (WESTON) in cooperation with David M. Griffith and Associates, Ltd., is pleased to submit this quotation for the preparation and submittal of the third year FDER recycling grant application for Nassau County.

The combined expertise and capabilities of WESTON and DMG provide Nassau County with the needed resources to expediently and successfully complete the grant application, meet FDER's October 1, 1990 submittal deadline, and secure third year grant funds for Nassau County. Specific strengths offered by WESTON and DMG include:

- WESTON's engineers and planners have actual experience in planning and implementing recycling, composting and source reduction programs in Florida and throughout the United States.
- WESTON has just completed a similar grant application for the City of Tallahassee and Leon County. This is the third year that WESTON has prepared Tallahassee and Leon County's grant application. A summary of the work WESTON has done for the City and County, along with names and addresses of contact persons, is attached to this letter.
- WESTON is very familiar with the staff of FDER responsible for the administration of the recycling grant program. All forms and tables necessary for the grant application are maintained in WESTON's computer data base for easy access and completion for clients such as Nassau County. This facilitates grant application preparation and recycling program monitoring and evaluation (if desired).
- DMG has worked with Nassau County for several years and has a working understanding of the County's solid waste management system. These familiarities will be very important in expediting the gathering of information



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and the presentation and approval of the grant application by the County Commission.

We have reviewed the County's second year grant application and have found it to be very complete. This will provide a good foundation from which to develop this year's application.

To meet the tight timetable for preparation of the grant application, Commission approval, and submittal to FDER, WESTON is prepared to initiate this project on Tuesday, 18 September. At this time, we would anticipate meeting with County staff to review the information to be collected and the recycling activities undertaken during the past year. For this meeting WESTON will prepare an outline of the grant application as well as a checklist of data needs and, as appropriate, a list of questions to be answered. Our objective will be to complete data gathering on Tuesday and Wednesday, September 18 and 19, with follow up questions to be answered by Tuesday, September 25. Five copies of the completed grant application will be submitted to the County on Wednesday, September 26 for Commission approval and submittal to FDER by October 1.

It is anticipated that this work will be done in cooperation with the preparation of the full cost accounting report (for which DMG is submitting a proposal under separate cover). This will allow DMG and WESTON to coordinate data gathering activities, some aspects of data analysis, and preparation of the necessary reports for presentation and approval by the County Commission.

WESTON's Project Manager for this work will be Ms. Abby Goldsmith. Prior to joining WESTON, Ms. Goldsmith was the Recycling Specialist for Monroe County, New York. Her responsibilities included overseeing the development of waste reduction and recycling programs for residences and businesses throughout the County. Ms. Goldsmith completed several grant applications for Monroe County and has recently completed a recycling grant application for the City of Detroit. Ms. Goldsmith's work will be overseen by Ms. Susan Schaefer who has had primary responsibility for much of WESTON's work with Leon County and the City of Tallahassee and who has authored the City and County's recycling grant application for the past two years. Copies of Ms. Goldsmith's and Ms. Schaefer's resumes are attached for your review.

WESTON's proposed lump sum fee for preparation of the grant application is \$3,000. If additional work is required of WESTON this will be performed at an additional price to be mutually determined by the County and WESTON. Copies of our General Terms and Conditions and Hourly Charge Rates are enclosed and is part of this proposal.



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WESTON and DMG are very interested in this project and look forward to working with Nassau County. To indicate acceptance of this proposal and its terms, please sign below (both copies) and return one original for our files. This will constitute our agreement with Nassau County and will serve as notice to proceed.

Very truly yours,

ROY F. WESTON, INC.

Harold J. Yaffe, Ph.D.
Vice President

I hereby accept this proposal and agree to its terms and conditions.

Board of County Commissioners
Jimmy L. Higginbotham, Chairman

Authorized Representative
Nassau County

ATTEST:

T. J. Gresson, Ex-Officio Clerk

Chairman - Bd. of County Commissioners
Title

9.25.90
Date

DLR/tm

Enclosure

cc: W. Gossett (DMG)
H. Yaffe