



## PUBLIC WORKS DEPARTMENT

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3354 • FAX: (408) 777-3333  
CUPERTINO.ORG

### CITY COUNCIL STAFF REPORT

Meeting: June 18, 2024

#### Subject

Award an Agreement to Cascadia Consulting Group, Inc. for waste characterization services in an amount not to exceed \$223,466.

#### Recommended Action

Authorize the City Manager to execute an agreement with Cascadia Consulting Group, Inc. for waste characterization services in an amount not to exceed \$223,466.

#### Reasons for Recommendation

The City of Cupertino intends to prepare a waste characterization report for all materials collected in Cupertino from all categories of customers (single-family, multi-family, and commercial). The report involves hand sorting materials from all three carts (organics, recyclables, and landfill waste) into 52 categories to get a detailed understanding of what items are not being sorted correctly. It is the only way to really understand how Cupertino residents and businesses are doing with sorting and what specific materials are problematic. This is distinct from the daily sorting conducted on the materials sent by Recology to GreenWaste, which is only performed on the contents of the blue carts and only for the purpose of removing contaminants and preparing material for the recycling market. The City last conducted this type of report in 2018 and 2019. A waste characterization report analyzes the efficacy of sorting practices by customers, evaluates City's progress toward State and Local waste reduction requirements, guides outreach efforts, and is an action called out in the City's Climate Action Plan 2.0.

A budget of \$250,000 for this item was approved for the current fiscal year and a competitive Request for Proposal (RFP) process was conducted in April 2024. A sole proposal received from Cascadia Consulting Group, Inc. was reviewed and evaluated by staff and determined to meet the project qualifications and scope of work. Cascadia Consulting Group, Inc., is the firm that conducted the most recent study. The proposal came in at \$223,466, which is eleven percent under the approved budget for this item and no contingency is included or deemed necessary due to the nature of the work. Based on the current proposal qualifications, quality of work from the most recent study and efficiency of contracting with a consultant that will be repeating a process, staff

recommends awarding an agreement to Cascadia Consulting Group, Inc. so that the work can commence immediately.

Sustainability Impact

Waste Characterization studies are called out as action W 1.11 in Cupertino's Climate Action Plan, guiding the City to "Conduct waste characterization studies (WCS) every four to five years to inform programs and policies."

Fiscal Impact

Award of this contract will result in a fiscal impact of \$223,466. Sufficient funds are budgeted in the Resource Recovery fund 520-81-801 700-702 with no impact on the General Fund. No additional appropriations are needed.

California Environmental Quality Act (CEQA)

Not applicable.

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Prepared by: Ursula Syrova, Environmental Programs and Sustainability Manager  
Reviewed by: Chad Mosley, Director of Public Works  
Approved for Submission by: Pamela Wu, City Manager

Attachments:

A – Draft Cascadia Professional Consultant Agreement