

Roseville Public Works, Environment and Transportation Commission Meeting Agenda

Tuesday, June 28, 2016, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

-
- | | |
|-----------|---|
| 6:30 p.m. | 1. Introductions/Roll Call |
| 6:35 p.m. | 2. Public Comments |
| 6:40 p.m. | 3. Approval of May 24, 2016 Meeting Minutes |
| 6:45 p.m. | 4. Communication Items |
| 7:00 p.m. | 5. Stormwater Impact Fund |
| 7:20 p.m. | 6. Recycling Services Proposals Review and Recommendations |
| 8:15 p.m. | 7. City Council Joint Meeting Review |
| 8:25 p.m. | 8. Possible Items for Next Meeting – July 26, 2016 |
| 8:30 p.m. | 9. Adjourn |

Be a part of the picture...get involved with your City...Volunteer!
For more information, contact Kelly at Kelly.obrien@ci.roseville.mn.us or 651-792-7028.

Volunteering, a Great Way to Get Involved!

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, May 24, 2016, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1 **1. Introduction / Call Roll / Swearing in of New Members**

2 Vice Chair Lenz called the meeting to order at approximately 6:30 p.m. and
3 Assistant Public Works Director Jesse Freihammer called the roll.

4
5 **Present:** Vice Chair Sarah Brodt Lenz; and Members Joe Wozniak, John
6 Heimerl, Thomas Trainor, and Duane Seigler; with Chair Brian
7 Cihacek arriving at approximately 6:35 p.m.

8
9 **Excused:** Member Kody Thurnau

10
11 **Staff Present:** Assistant Public Works Director Jesse Freihammer and
12 Environmental Engineer Ryan Johnson

13
14 **2. Public Comments**

15 None.

16
17 Vice Chair Lenz announced vacancies on the Human Rights and Community
18 Engagement Commissions, along with the appointment process and schedule.

19
20 Chair Cihacek arrived at this time, approximately 6:35 p.m. and Vice Chair Lenz
21 turned the gavel over to him.

22
23 **3. Election of Ethics Commission Member**

24 With no other PWETC members expressing interest in serving on the Ethics
25 Commission, Chair Cihacek volunteered to do so, and without objection he was so
26 appointed.

27
28 **4. Approval of April 26, 2016 Meeting Minutes**

29 Member Wozniak moved, Member Heimerl seconded, approval of the April 24,
30 2016 meeting minutes as amended

31
32 **Corrections:**

- 33
 - Page 1, Line 3 (Recording Secretary)

Correction: Assistant Public Works Director Jesse Freihammer called the roll.

- **Page 3, Line 85 (Wozniak)**

Typographical correction: Change “revised” to “reviewed”

Ayes: 6

Nays: 0

Motion carried.

5. Communication Items

Assistant Public Works Director Jesse Freihammer provided additional comments and a brief review and update on projects and maintenance activities listed in the staff report dated May 24, 2016.

Discussion included: Staff’s identification of the four contractors submitting Recycling RFPs; and Highway 36 construction detour routes confirmed and on effects to ramps at Dale Street and Hamline Avenue at Highway 36.

Cherrywood Pointe Project

At the request of Member Lenz, Mr. Freihammer advised that a Public Improvement Contract between the developer and city had been approved by the City Council to address costs by the developer for roads and other infrastructure, including relocation of a sanitary sewer line on the property and installation of several additional sidewalk segments along a portion of Lexington Avenue and Woodhill Drive as part of the developer’s project expense.

At the further request of Member Lenz, Mr. Freihammer noted that the sidewalk segments on Woodhill Drive would not connect with other segments in the immediate future.

City Planner Thomas Paschke advised that the United Properties project further east on Woodhill Drive at Victoria Street would provide additional sidewalk segments as well and result in a smaller gap to address moving forward, with the individual developers paying for the cost of the segments and further reducing the city’s cost.

6. Tree Credit Program

Interim Community Development Director Kari Collins and City Planner Thomas Paschke were present to receive feedback from the PWETC on a pending city policy related to tree replacement on adjacent private property or public property city wide, and in establishing a policy on tree replacement fund expenditures in lieu of replacements.

City Planner Paschke provided a brief presentation on the draft policy features to-date to help facilitate discussion with commissioners to solicit their input.

Mr. Paschke reviewed the direction from the City Council instructing staff to draft the tree replacement policy as represented in Attachment A, and consult with the

PWETC and Parks & Recreation Commission. Mr. Paschke reviewed some discussion points to facilitate and solicit that input (Attachment B).

Mr. Paschke reviewed the Tree Preservation Ordinance and need for language built into city code for replacement of trees on public property if unable to be accommodated on the development site itself via a designated formula. Mr. Paschke advised that the City Council had approved a \$500 per tree required in lieu of tree replacement based on caliper size of the removed trees. In summary, Mr. Paschke advised the developer could replace the trees on their site or within a certain area, or pay a fee accordingly.

Attachment A

Member Seigler stated that he was not familiar with this tree policy at all.

Mr. Paschke reiterated that this was a new policy, still in draft form, and was being undertaken subsequent to the City Council's recently revised and now approved tree preservation ordinance adopted for any and all developments for preservation or replacement on site or by other means (e.g. fee) or replacement on other sites. Using several of the more recent community development projects, Mr. Paschke provided examples.

At the request of Member Lenz, Mr. Paschke confirmed that this policy would not affect private property, but would function somewhat similarly to the city's designated Park Dedication Fund except this would affect developments of three or more lots (e.g. Wheaton Woods Project off Dale Street and Wheaton Avenue) with review of submitted tree plans.

Member Seigler asked if adjacent communities had similar policies.

Mr. Paschke responded that many metropolitan municipalities had such policies, especially now when urban communities were trying to preserve green space and mature trees. Mr. Paschke advised that he didn't have a list of those communities available, but was aware that the City of St. Paul did NOT have a tree preservation policy. Mr. Paschke noted it was difficult to compare policies as they varied so much based on other city-specific regulations, but admitted that staff had found few policies as extensive as Roseville City Code. As previously noted, Mr. Paschke advised that it was typical in a suburban landscape to preserve tree coverage, and the goal was to find a spot for trees being removed, and if not to require a fee of \$500 per tree removed.

Mr. Paschke advised that the city's intent is to get ahead of the policy before accumulating funding in the tree replacement fund for expending those dollars, and beyond just finding appropriate locations around the city. Mr. Paschke noted that staff was tasked with working with property owners to provide appropriate screening on their development sites for adjacent property owners, and thereby target the development area first. Mr. Paschke stated that one possibility that may

126 be of particular interest to the P WETC in expenditure of those funds would be
127 public improvement projects in the general area or within a 1/4 mile of the subject
128 site. If unable to get closer, Mr. Paschke noted that the question then became where
129 else in the community can we look to provide additional tree coverage.

130
131 At the request of Member Lenz, Mr. Paschke clarified that the replacement trees
132 would be brand new and typically would not involve relocating trees from one
133 property to another.

134
135 Interim Community Development Director Collins confirmed they would be brand
136 new trees, with staff already charged by city code to review the number of trees
137 being removed and available space to plant new trees as dictated by the City
138 Council's adopted calculations. Ms. Collins noted that the goal was to provide the
139 same amount of coverage if possible; but when that is not an option, provision by
140 the developer of cash in lieu of tree replacement, or some other solution with
141 property owners is indicated.

142
143 At the request of Chair Cihacek, Mr. Paschke advised that the determination of
144 \$500 per tree for cash in lieu of had been provided by the city's contracted forester
145 as a fair cost for a tree of a certain diameter, and actually was on the lower end of
146 the cost of the tree plus labor, depending on species and other parameters. Mr.
147 Paschke advised that this was all part of the developer/property owner's application
148 process and submission of a tree and landscaping plan as part of that application
149 package. Again, Mr. Paschke used a recent development, Cherrywood Point, as an
150 example of tree replacement calculations and plans, as part of the overall
151 development proposal.

152
153 Specific to the final sub-bullet point (Determination of tree replacement funds on
154 public lands within the general area or one-quarter mile from the subject project
155 site), Chair Cihacek opined that seemed to him duplicative with the first point
156 (retention of tree fund expenditures within the general area of the subject
157 development/redevelopment site or one-quarter mile), and questioned if it was
158 needed.

159
160 Member Lenz agreed that it seemed duplicative.

161
162 While they appear similar, Mr. Paschke clarified that one bullet point was pointed
163 toward public land within that quarter-mile, while the other was intended to address
164 removal of trees and their replacement elsewhere (e.g. sewer reconstruction needed
165 through an existing treed area).

166
167 Chair Cihacek suggested the need for the policy to define "public improvement"
168 and "public land;" but reiterated his interpretation that the fourth bullet point may
169 not be necessary nor did it add anything to the policy.

Member Lenz expressed concern that under this proposed language, a tree credit may only be applicable in one area, while in another area of Roseville, with Emerald Ash Borer (EAB) infestation and in need of trees, replacement trees may not be considered if more than one-quarter mile away from the project site.

Chair Cihacek agreed, noting the benefit of trees was citywide, and additional forest added while some is removed, should be allowed in a larger area and not geographical restricted, but available anywhere within Roseville city limits whether in public parks or collaborative areas.

At the request of Member Wozniak for staff's rationale in specifying the language of the draft policy, Mr. Paschke noted the goal was to keep tree replacement closer to the project area, since those resources (trees) had been removed from that area and should be kept in that same general area versus spreading them throughout the city.

Member Lenz suggested the goal could be replacement nearby, but allow for flexibility in a broader area if indicated.

In defense of the PWETC's suggested broader replacement scope, Chair Cihacek noted that while adjacent properties could be considered first, and then second any other public land; more to the point was that there remained disparities in community-wide foresting. Chair Cihacek noted these disparities may be due to past public works projects, windstorms, disease or other removals that had yet to be replaced. Therefore, if a mechanism was built into this policy that could provide an opportunity to replace those lost trees, geographical limits should not be stipulated, and may prove less onerous to the developer to meet the city's requirements.

Ms. Collins thanked the PWETC for their good input.

From a personal perspective, Member Seigler noted a discussion at last month's PWETC meeting that the city can dictate whether or not a lot is too small to build a larger garage based on easements in place that may be larger than necessary or never intended for use. Member Seigler noted that now this is yet another fine going into city funds and dictating further restrictions. Member Seigler expressed concern that the city was getting into the "fining" business.

Mr. Paschke clarified that the city never got out of that "fining" business, but maybe simply didn't actively pursue it based on the ebb and flow of staff resources and/or the complaint-driven code enforcement process. Using the city's sign ordinance as an example, Mr. Paschke noted that staff isn't always available or cognizant to inappropriate activity, but when observed, they may get fines.

Member Seigler noted that in a community of Roseville's age, a residential property owner should be able to, at a minimum build a two-car garage to replace an

inadequate one-car garage, both from a practical standpoint for their use as well as for re-sale value of the home.

Ms. Collins suggested that a finer distinction between “fine” and “fee” may be needed. Ms. Collins clarified that a “fine” is for violation of city code; while a “fee” such as proposed in this case, and part of larger scale developments is intended to encourage developers to make sure adequate space is available to replace trees, and to encourage developers to look seriously where they may put additional tree coverage as protection for adjacent property owners (e.g. screening). Ms. Collins recognized the PWETC’s perception of the proposed policy; however, she advised that staff was working with developers who were very receptive to the city’s comprehensive plan guidelines, and the desire by the community to reduce paved surfaces and keep things more green in Roseville. As the city moves forward, Ms. Collins opined that she anticipated most developers finding places for replacement trees versus expending case in lieu of.

Mr. Paschke reiterated the goal was to have developers preserve as many trees on site as possible, with a unique eye to preserve as many mature trees as possible and design around them accordingly versus allowing clear cutting lots; with the tree preservation and replacement in place to penalize any developers choosing to remove larger, mature trees.

Chair Cihacek stated his support for replacing good trees, but noted his preference for removing geographical limitations and allow multiple places and options for replacing those trees off-site as necessary.

Ms. Collins reported that the Roseville Economic Development Authority (REDA) would be meeting tomorrow evening, and at that time would be looking at options provide by their consultant to ensure that Roseville’s programs were not too restrictive for developers.

Member Heimerl asked how the two-year timeframe had been determined, and ramifications for a developer if they were unable to identify a replacement site within the timeframe or be subject to the fee.

Mr. Paschke advised that the goal was once the project is known and that fees will be necessary as part of their tree restoration plan, staff would then determine how those dollars would be used for completion within that two year timeframe.

Related to visibility of funds, Member Heimerl suggested that by the city collecting fees in escrow for up to two years, two years may be too long, and questioned why a decision couldn’t be made sooner.

Mr. Paschke clarified that the full two-years is not intended in all cases, but noted that sometimes there may be significant time before a tree can be planted,

depending on the location, weather, season, species, etc. and this two-year timeframe was intended to allow some flexibility.

At the request of Chair Cihacek, Mr. Paschke and Ms. Collins advised that the two-year clock started upon the City Council's approval of a final plat.

Specific to tree installation, Chair Cihacek asked if it was the intent that the city or a contractor replaces the tree, or if the city would assist the developer in finding a contractor to do the work.

Mr. Paschke stated that this was a good point, and it may depend on whether the city could find bidders or if a developer hired a contractor to plant the trees; with Ms. Collins further clarifying that it would depend on the scope of the project and number of trees to be planted.

Member Seigler asked staff for an example of public lands with tree shortages.

Mr. Paschke advised that he was unable to accurately identify those sites immediately tonight, but noted that trees were planted in city parks on an annual basis, whether due to disease, replacement of dead trees, or need for additional trees.

Ms. Collins noted that staff's next stop would be at the Parks & Recreation Commission, opining this would be a good question for them to address and to identify their priorities for trees on public lands.

Chair Cihacek asked the city's Environmental Engineer Ryan Johnson how this would roll into stormwater management or remediation for the city, and support for impact on this proposed policy.

Environmental Engineer Johnson responded that basically trees fell into a stormwater best management practices (BMP) category, and confirmed that a canopy of mature trees reduced rain volume flow throughout the community. Mr. Johnson noted that such BMPs could be incorporated into stormwater projects as another option to treat water and slow down volume since only so much water could be stored via other options. As additional options are considered, such as tree canopies, Mr. Johnson admitted there would be considerable benefit to keeping or adding trees in specific areas throughout the community. As an example, Mr. Johnson referenced the wetland replacement on Victoria north of Roselawn with trees added recently in this sensitive area adjacent to a wetland, and those trees adding a secondary benefit. From an engineering and environmental perspective, Mr. Johnson stated "trees are a good thing."

On behalf of the City Council and city staff, Ms. Collins thanked the PWETC for their feedback on this draft policy.

308 **7. MS4 Public Hearing**

309 At approximately 7:10 p.m., Chair Cihacek opened and closed the public hearing
310 for the purpose of receiving public comment regarding the City's stormwater
311 pollution prevention program (SWPPP), with no one appearing to speak for or
312 against.

313
314 Presentation

315 **National Pollutant Discharge Elimination System (NPDES) 2015 Annual**
316 **Report for Municipal Separate Storm sewer System (MS4) by City**
317 **Environmental Engineer Ryan Johnson**

318 As detailed in the staff report and related attachments, Mr. Johnson provided an
319 overview of the city's management of stormwater discharge into public waters in
320 Roseville and the region. Mr. Johnson reviewed various outreach and educational
321 efforts and best management practices (BMPs) over the last year and those
322 proposed moving forward.

323
324 Specific to Chair Cihacek's question regarding the dredging costs of \$24,000 at the
325 stormwater pond (Byerly's Pond), and associated cost savings available, Mr.
326 Johnson reviewed the deterioration of the pond over time, as part of the city's
327 infrastructure. Mr. Johnson noted water was not draining off Lincoln Drive, with
328 the street infrastructure therefore inundated with water, causing those concrete
329 pipes continuously under water to break down and need replaced. If the ponds do
330 not function as intended, and sediment goes out onto County Road C, and Ramsey
331 County ultimately inspects that area, Mr. Johnson advised that they would require
332 the city to clean the pond at their timing. Mr. Johnson further noted that the
333 sediment could eventually flow into Bennett Lake, a Department of Natural
334 Resources (DNR) protected wetland. Overall, Mr. Johnson noted the benefit was
335 to do the cleaning now, and return the function to its intended status.

336
337 Chair Cihacek questioned why cattails were considered bad in ponds or to its
338 ecosystem; and if and when prairie grass or other vegetation is designed specifically
339 for other water retention areas or other functions.

340
341 Mr. Johnson responded that he considered vegetation not only to treat stormwater,
342 but also to aid natural habitat, adding additional values versus having a simple pond.
343 Mr. Johnson noted this provided aesthetic appeal, as well as insect, frog and bird
344 habitat versus turf grass. Relative to cattails, Mr. Johnson stated he considered
345 them fine around the edges but not in the middle of a drainage pond indicating to
346 him that the pond has reached a point that it needs cleaning out. Mr. Johnson noted
347 their growth meant stormwater retention was slowing down and the pond was not
348 functioning as intended from a drainage aspect.

349
350 At the prompting of Mr. Freihammer, Mr. Johnson confirmed that native plants
351 were planted on this site, using wetland seeds specifically specified by the
352 Minnesota Department of Transportation (MnDOT) for native plantings and short
353 grass prairie, with turf grass above that.

354
355 Mr. Freihammer noted that this dredging would benefit the city cost-wise in the
356 future by requiring less maintenance of the underground pipes on Lincoln Drive
357 that had always been hard to maintain as they were submerged in water.
358

359 Member Wozniak asked the last time this pond had been cleaned out and where the
360 sediment was coming from.
361

362 Mr. Ryan advised that the pond was installed in the 1970's and he had been unable
363 to determine if there had been any subsequent maintenance on it. As for the origin
364 of the sediment, Mr. Ryan advised that it came primarily from private parking lots
365 and public streets, and noted the purpose of the ponds was to capture the sediment
366 before it reached the wetland. However, Mr. Johnson noted the need for a more
367 accelerated maintenance program for this type of pond or infiltration system than
368 once every 40 years.
369

370 Mr. Freihammer noted that in the past more sand was used for ice maintenance
371 during the winter than compared to today on parking lots and/or streets, but noted
372 sediment from grass clippings also impacted those ponds. Mr. Freihammer noted
373 that there were considerable impervious surfaces in this area; and agreed that 40
374 years was a long time from installation to follow-up maintenance.
375

376 Member Wozniak asked if there was any cost contribution by adjacent property
377 owners for such maintenance.
378

379 Mr. Johnson responded that this was cit land and it had been originally platted this
380 way, including any runoff from the Byerly's parking lot. Mr. Johnson noted that
381 Byerly's maintained their catch basins and piping located within their parking lot,
382 but as with all similar public areas, the city was responsible for public ponds.
383

384 As with all stormwater management throughout the city, Mr. Freihammer clarified
385 that all city taxpayers, through the city's stormwater utility fee, paid for that
386 management, and under current city code, there was no direct assessment to
387 adjacent properties, since the flow was considered public water.
388

389 Member Seigler questioned if the pond should be deeper and should have been
390 excavated more.
391

392 Mr. Ryan noted there would have been extra volume available as a result, and
393 advised that a considerable amount of additional sediment could have been
394 removed, allowing more gain in area over the next ten years. However, Mr.
395 Johnson advised that while it may help in some instances to dredge deeper, in some
396 cases, as with this site, there were site constraints defining what could be
397 accomplished.
398

399 At the request of Member Seigler, Mr. Johnson stated that in this pond, the
400 management involved water evaporation versus infiltration due to the heavy soils
401 in this area.

402
403 Member Lenz questioned if this created a breeding ground for mosquitoes.
404

405 Mr. Johnson noted that there was lots of open water in Roseville, but since insects
406 fed off mosquitoes, this situation was part of the overall ecosystem, and not like
407 having standing water in a tire in a yard.
408

409 With the city changes in ice control methods over time, Member Wozniak asked if
410 there were restrictions for private property owners as well.
411

412 Mr. Johnson advised that private property owners could use their choice for keeping
413 their parking lots safe, noting that they were typically more concerned with liability
414 and safety issues of their clientele rather than whether or not they were using too
415 much sand or salt.
416

417 Mr. Freihammer noted that a lot had changed over time with many of those
418 businesses using more salt versus sand, as they have found it more effective and
419 causing less tracking into their establishments.
420

421 Chair Cihacek noted this caused a whole different problem, that of phosphorus
422 loading in water bodies; and should become part of the city's efforts going forward
423 for business and resident choices in ice control.
424

425 Mr. Johnson confirmed that, as part of the MS4 reporting, the city's intent for one
426 educational piece was to alert citizens and business owners to the effects of what
427 they used on their lots and impacts to local water resources. By making them aware
428 of it and the subsequent cost to them, Mr. Johnson expressed his hope that this
429 would prompt them to use less or use these materials more wisely once, especially
430 if and when a business owner found this was cutting into their profits through
431 additional utility fees and infrastructure costs. With the significant number of
432 private businesses and their stormwater impacts, Mr. Johnson advised that staff was
433 very interested in educating them. Mr. Johnson noted that these efforts were
434 ongoing and frequent in various communication efforts, with Public Works
435 Department staff continually bringing things to the City's Communication
436 Department for inclusion in email blasts and city newsletters rather than the cost
437 for doing so specifically to-date in sending individual mailings. Mr. Johnson
438 advised that the intent was to hopefully reach a broader scale.
439

440 At the request of Member Wozniak, Mr. Johnson advised that staff anticipated
441 sending letters out this fall, and agreed to copy the PWETC on the letter for their
442 information and feedback.
443

444 In the type of material being removed, Mr. Johnson reported that so far, the city
445 had not encountered a huge cost with most materials classified as Type 1 or Type
446 2, and not the contaminated Type 3 where excavation and disposal costs double do
447 to it being classified as hazardous waste. Mr. Johnson noted this is always an
448 unknown going into a maintenance project until a testing of the materials removed
449 had been done, and greatly impacting annual construction plans and maintenance.
450 Mr. Johnson advised that the city was proposing \$100,000 annually going forward
451 to achieve protection of its key resources, specifically around Lake McCarrons and
452 Lake Owasso.

453
454 Member Lenz asked if Shoreview was as aggressive as Roseville with this
455 maintenance, noting that the City of Roseville was the recipient of a lot of resident
456 coming through the system from Shoreview.

457
458 Mr. Johnson opined that they area, and mentioned several joint cost-share projects
459 undertaken by the Cities of Shoreview and Roseville (Valley Park), noting the great
460 partnership achieved to-date.

461
462 At the request of Chair Cihacek, Mr. Johnson reported on cost-share opportunities
463 with other adjacent communities and how proactive the cooperative efforts had
464 proven, since the results benefit all communities in the region. Especially of note,
465 Mr. Johnson noted those communities appreciating Roseville taking the initial lead
466 on the specifications and work with contractors, with their only role to chip in cost-
467 share for the project, making it much more amenable for those other communities,
468 while they still received credit for stormwater maintenance on their individual
469 MS4's as well.

470
471 As part of his presentation, Mr. Johnson reviewed various BMPs in 2015 and
472 impacts for stormwater treatment, costs related to each, and favorable results for
473 public and private property in reducing drainage.

474
475 Mr. Johnson concluded his presentation by addressing minimum control measures
476 and their specific costs going forward; MS4 work, OSHA training and right-to-
477 know training for all applicable staff citywide; all totaling approximately \$536,000
478 annually for this MS4-related work.

479
480 Mr. Johnson encouraged Roseville residents and business owners to consult the
481 Minnesota Pollution Control Agency (MPCA) website for additional information
482 on efforts they could take to protect stormwater. Mr. Johnson confirmed that
483 references and links were included in city communication efforts for interested
484 parties to receive more detailed information and to follow-up efforts.

485
486 In conclusion, Mr. Johnson reported on the very successful semi-annual clean-up
487 day in Roseville recently held. Mr. Johnson advised that this continued to be a very
488 popular service for residents, including shredding day – a fan favorite – with seven

tons shredded in each of the last two years at the City Hall parking lot and free of charge for Roseville residents.

8. City Council Joint Meeting Agenda

Mr. Freihammer provided last year's discussion items for reference, and proposed topics for this year's joint meeting between the PWETC and City Council, scheduled for June 20, 2016.

Activities and Accomplishments

Chair Cihacek noted the PWETC's discussion and consideration of water service issues, including a possible shared risk plan offered by a private vendor and considerable time taken as requested by the City Council, but ultimately denied by the City Council.

Chair Cihacek suggested it may be incumbent for the PWETC to ask the City Council about several of those situations, where the PWETC offered a solution, but the City Council had subsequently chosen to deny the recommendation. Chair Cihacek questioned if there was a more effective or efficient way of moving forward with City Council charges to the PWETC.

Member Heimerl noted the considerable time spent by the PWETC on solar issues, solar gardens and other projects. Member Heimerl opined that those remained important issues, even though still pending, including panels installed on the ice arena. Member Heimerl expressed his interest in the PWETC providing further guidance yet this year.

Mr. Johnson reported that staff continued to work with several solar developers looking at the City Hall campus, based on roof age, structural make-up, and comparisons with the problematic roof structure of the skating center that slowed down that project. Mr. Johnson reported that staff was still awaiting proposals for that skating center project, and remained open to the potential, with ongoing work with the Metropolitan Council and developer to finalize specific numbers on what the City of Roseville could save and available kilowatt hours it could purchase. Mr. Johnson noted it was a slow process, but would eventually save the city money, and everyone understood it was the right thing to do while not wanting to jump in and then find out only a minimal amount of annual savings could be found. Mr. Johnson advised that once the proposals came back, staff would bring them to the PWETC.

As far as the OVAL installation, Mr. Johnson advised this remained part of the overall picture depending on the developer(s) and involving the potential consideration of other buildings on the city campus and the viability of the final project. Mr. Johnson anticipated additional information available in June or July of this year.

Other activities undertaken by the PWETC included reviewing and preparing the Recycling RFP; policy issues on plumbing issues; utility rate proposals; tree

535 preservation and replacement policy; sump pumps; sanitary sewer questions; and
536 other reaction to other proposed policy updates.

537
538 Member Trainor noted the PWETC's frequent field trips as another
539 accomplishment; with Member Lenz suggesting the City Council do the same in
540 reviewing community needs or concerns.

541
542 2016 Work Plan Items

543 Mr. Freihammer noted some of these items, including transit accessibility (e.g.
544 pedestrian and bicycle paths) would tie into the comprehensive plan update process
545 over the next year. Mr. Cihacek noted that this effort, giving consideration to
546 appropriate transit usage to inform the Metropolitan Council, would take up a
547 considerable amount of time over the next year, including as the A-Line rapid bus
548 transit (BRT) came and passenger numbers and customer satisfaction was
549 considered. Mr. Freihammer noted that the City of Roseville and its riders had lost
550 a lot of bus lines when the Grey Line went in, creating less accessible options for
551 many residents. Mr. Freihammer noted that the transportation aspects would look
552 at bike paths and connections to other communities as well, including more
553 sidewalks or connecting sidewalks to make Roseville pedestrian-friendly.

554
555 Questions or Concerns for the City Council

- 556 • Rights-of-way, setback, lot usage and long-term lack of use of some easements
557 and whether some of those not being used for a considerable amount of time
558 may be holding back potential household improvements.

559
560 Member Seigler asked that staff, including Public Works Director Culver with
561 input from the Planning Commission, return with more formal information on
562 this issue, including how calculations are determined.

- 563
564 • Mr. Freihammer advised that two additional ordinances would be coming
565 forward for PWETC discussion: sump pump clarifications as they related to the
566 Inflow and Infiltration (I & I) and suggested language revisions from staff and
567 for PWETC review; and also an ordinance related to private hydrants and
568 creation of an ordinance addressing their installation and maintenance.
- 569
570 • Recycling Components: Chair Cihacek suggested that the City Council provide
571 more comprehensive direction related to other recycling components, whether
572 to increase amounts or address smaller elements of curbside collection (e.g.
573 plastic bag recycling, organics, etc.) to determine if the City Council wants that
574 to be part of the PWETC work plan for the next year.

575
576 Discussion ensued regarding processing costs for plastic bags at MRF's; the
577 City of Minneapolis' ban on plastic bags starting next year; and Mr. Johnson
578 reporting that he has seen no involvement from other communities or vendors
579 in curbside recycling of plastic bags; and whether or not the City of Roseville
580 should provide this as a city-specific service beyond the vendor services.

581
582 General Comments

583 Chair Cihacek noted the considerable time needed over the next year for the normal
584 work items under the PWETC charge.

585
586 Member Lenz also noted the considerable time required with the Recycling RFP;
587 with Member Wozniak noting future discussion on organics as part of that.

588
589 Member Seigler requested a report from staff on leaf collection follow-up and
590 additional public outreach needed going forward.

591
592 Member Lenz requested additional consideration of the recycling potential for
593 plastic bags.

594
595 Member Wozniak noted another recommendation of the PWETC denied by the
596 City Council was for consideration of organized trash collection.

597
598 In jest, Chair Cihacek observed that the PWETC was being very productive, but
599 the City Council was apparently not matching its level of productivity.

600
601 Member Seigler excused himself from the meeting at approximately 8:02 p.m.

602
603 Regarding the process and protocol for the joint meeting, Chair Cihacek advised
604 that, as chairperson, he would represent the PWETC at the table, with assistance
605 from Public Works Director Culver, in response to questions or comments of the
606 City Council.

607
608 **9. Public Works City Code Updates**

609 Mr. Freihammer provided a brief preliminary summary of proposed ordinance
610 updates for sump pumps and private hydrants, as detailed in the staff report and
611 attachments and as previously noted in the upcoming PWETC work plan.

612
613 Mr. Freihammer referred to the draft ordinance revisions as provided (Attachment
614 A).

615
616 At the request of Member Trainor, Mr. Freihammer confirmed that all red
617 highlighted areas represented new language to the current code; with the intent that
618 it would ensure the city code allowed for staff enforcement versus relying on a
619 neighbor to neighbor dispute scenario.

620
621 Sump Pumps

622 At the request of Chair Cihacek, Mr. Freihammer advised that the proposed
623 language for I & I conformed to stormwater staying on the subject property and not
624 flowing to adjacent properties, and probably wouldn't change what most people did
625 as a common and typical practice, with few exceptions.

At the request of Member Lenz, this included not being able to discharge stormwater runoff directly into a stormwater pond, but on public rights-of-way.

Member Heimerl noted that the city pursued people more aggressively for violation of other city code, and questioned why not be more aggressive with sump pump discharges as well.

Mr. Freihammer responded that while it depended on how aggressive the city wanted to be, it involved a general cost to the city for those doing so versus those not discharging, since the city and its utility users ended up paying for treatment of that water at a considerable expense. Mr. Freihammer suggested that be a discussion point going forward, noting there are two types of sump pumps, those dumping into a floor drain or sink, and also those with foundation drains installed when the home was built and plumbed for discharging directly into the sanitary sewer system. Therefore, Mr. Freihammer suggested two different kinds of violations that needed identified through inspection programs, during building or other permit inspections, and potential requirement that those former systems be disconnected with a related timeframe to do so. However, Mr. Freihammer noted that depending on their type of installation, some would be easier and less costly to do than others.

Member Heimerl noted that some people now purchasing homes, or those living in homes built in the 1950's may not even be aware of the situation; and suggested a grace period for new owners with homes incorrectly plumbed to bring them into compliance. Member Heimerl opined that at a minimum this would at least bring to their attention that they were currently violating city code; and create a more friendly way to work with residents versus having them continue to violate code, especially when they may not know they're doing so. Member Heimerl spoke in support of that as a better approach to differentiate those knowingly violating city code and those not knowing they're doing so; and therefore make the program more voluntary in nature.

Chair Cihacek noted the proof of sale concept that required anyone selling a home to fix the issue for new residents, with title transition triggering the home be brought up-to-date with city code.

Mr. Freihammer noted this would be a point of discussion for the future as to what triggered or tied into municipal code, and a timeframe for actively enforcing it, with the ultimate goal for residents to get it corrected as soon as possible.

Private Hydrants

Mr. Freihammer reported that there were no requirements at this point, with private hydrants built as part of a private development under requirements of the city and fire department, with the goal to make sure they were working if and when needed, but no records of that maintenance. Mr. Freihammer advised that the city maintained all city-owned hydrants and kept records of their repair and periodic

pressure testing, but there was no code in place to address private hydrants. According to the city's fire code, all hydrants are to be tested annually for pressure and flow and operation (valves.); and noted by Mr. Freihammer, the city needs to know of this maintenance and require adherence to those requirements.

Therefore, Mr. Freihammer noted the outline in the proposed ordinance for all private hydrants to be inspected and tested at least once/year; which could be done by the city with a related fee as part of its fee schedule; or the property owners could do so by hiring their own licensed company and submit required records to the city with those inspection records maintained and available for the city. If repairs are needed, Mr. Freihammer noted that the property owner could coordinate them or have the city complete repairs and assess them for those repair costs.

Discussion ensued regarding the number of private hydrants on private or residential lots on private roads citywide; those on public land at shopping centers typically located at the back of the property with a private water main and hydrant system; with the annual inspection similar to other required annual inspections (e.g. elevators in multi-story buildings).

Member Wozniak questioned the language on Attachment A, page 11, in the last paragraph of the highlighted area, with inspection form complying with fire code requirements.

Mr. Freihammer advised that staff would work with the fire department on specific language, but the compliance portion would probably be administered by the public works department to verify which hydrants were on private or public land, with all built to the same standard, but identified by map as to their designation.

Further discussion ensued as to whether or not that designation is available through GIS mapping; and the need to verify private hydrants and their locations as part of the update during this ordinance process. Mr. Freihammer estimated there may be 500 or more private hydrants throughout the community.

10. Possible Items for Next Meeting – June 28, 2016

- **Review Joint City Council/PWETC Meeting**
- **Stormwater Credit Impact Fund Update**
- **Recycling RFP Update/Presentation of Scores and Pricing**
Chair Cihacek asked staff to allow one hour for this agenda item
- **Pedestrian Connections and Bike Lanes on Lexington Avenue**
Chair Cihacek asked staff to provide an update on whether or not there was a dedicated bike lane intended for Lexington Avenue, and if so why it was not marked as such. Chair Cihacek noted there may be other areas citywide as well that should be part of broader upcoming transit discussions.

11. Adjourn

718 Member Lenz moved, Member Wozniak seconded, adjournment of the PWETC at
719 approximately 8:25 p.m.
720

721 **Ayes: 5**

722 **Nays: 0**

723 **Motion carried.**

DRAFT

**Roseville Public Works, Environment and
Transportation Commission**

Agenda Item

Date: June 28, 2016

Item No: 3

Item Description: Approval of the May 24, 2016 Public Works Commission Minutes

Attached are the minutes from the May 24, 2016 meeting.

Recommended Action:

Motion approving the minutes of May 24, 2016 subject to any necessary corrections or revision.

Move: _____

Second: _____

Ayes: _____

Nays: _____

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: June 28, 2016

Item No: 4

Item Description: Communication Items

Public Works Project updates:

- Twin Lakes Parkway
 - Extension of Twin Lakes Parkway from Prior Ave to Fairview Ave.
 - Contractor is finishing installing utilities and will start grading the road shortly.
 - Council awarded the Fairview Signal project on June 20 to Forest Lake Contracting, the same contractor as Twin Lakes Parkway Phase III.
 - Signal light and Twin Lakes should be in operation by mid-August.
- 35W & Cleveland Interchange
 - Improved intersection improvements at 35W and Cleveland Avenue.
 - Contractor is working on the reconstruction of the ramps and southbound Cleveland Ave.
 - The project should be completed and opened fully to traffic on July 11.
- 2016 Sewer Lining Project
 - The contractor, Insituform, will be completed with the project by June 24.
- 2016 Pavement Management Project
 - City's annual mill and overlay project. This year approximately 7 miles of roads will be repaved
 - Numerous areas of the project are ongoing.
 - Attachment B shows areas that are completed.
- Heinel Watermain Lining Project
 - Project is scheduled to begin near the end of July.
- Larpenteur Sidewalk
 - Construction of sidewalk on the north side of Larpenteur between Mackubin and Galtier.
 - Rejected bids since there were only two bids and the low bid was 42% over estimate. Will rebid this winter.
- Cleveland Lift Station
 - Lift station replacement project at Cleveland & Brenner.
 - Staff is working with Bolten-Menk on design. Construction late fall or early spring of 2017.
- Recycling RFP
 - Received 4 Request for Proposals
 - Scheduled to bring to Council July 11.
- Surface Water Management Plan Update RFP
 - Received 3 Proposals

- Will award proposals on July 11.

City Council Update:

- Pathway Connections: On June 20th, the City Council had a discussion about using remaining Park Renewal Bond Funds to complete several small gaps in the City's overall pathway (sidewalk and trail) system. Attached is the map with the final approved segments for these funds. The segments are as follows:
 1. Maplevue Park Trail Extension
 2. Tamarack Park Trail Extension
 3. Victoria Street – Cnty Rd C to Owasso Fields entrance (west side)
 4. Lexington Ave – Cnty Rd B to Parker Ave (east side)
 5. Lexington Ave – Parker Ave to Shryer Ave (east side)
 6. Lexington Ave – Shryer Ave to south of Ryan Ave (east side)
 7. Dale Street – Sandhurst to County Rd B (east side)
 8. County Road B – Dale St to Sandhurst (north side)

Staff will now work on final design and refined cost estimates for these segments and determine if all eight segments can be constructed with the available funds. Staff will continue to update the Commission as this progresses.

- Snelling Ave Federal Aid Application: On June 20th the City Council authorized staff to apply for federal funds for an additional northbound lane on Snelling Ave from County Road B2 to north of Lydia Ave. The applications are due in July and results should be available in early 2017.
- Sump Pump and Fire Hydrant Ordinance updates: The City Council discussed the propose ordinance changes and asked staff to return with proposed pricing for the recommended fees, and some clean up in the language. Staff proposed to return to the Council with the revisions on July 11th.

Ramsey County Transportation Projects:

- Larpenteur Ave Concrete Rehab
 - Work will be ongoing and should be completed in July.

Minnesota Department of Transportation Projects:

- Lexington Avenue Bridge Construction
- Lexington Avenue will be closed through September.
- TH 280
- TH 280 is still closed between 35W and Broadway Ave. It is expected to reopen by July 16th.

Metro Transit A Line BRT Project:

- The A-Line Bus Rapid Transit (BRT) service began Saturday, June 11th. Metro Transit is reporting over 30,000 riders for the first week of operation.

Major Maintenance Activities:

- Street sweeping the entire City for a second time
- Mowing right of way
- Ongoing general pavement patching continues.

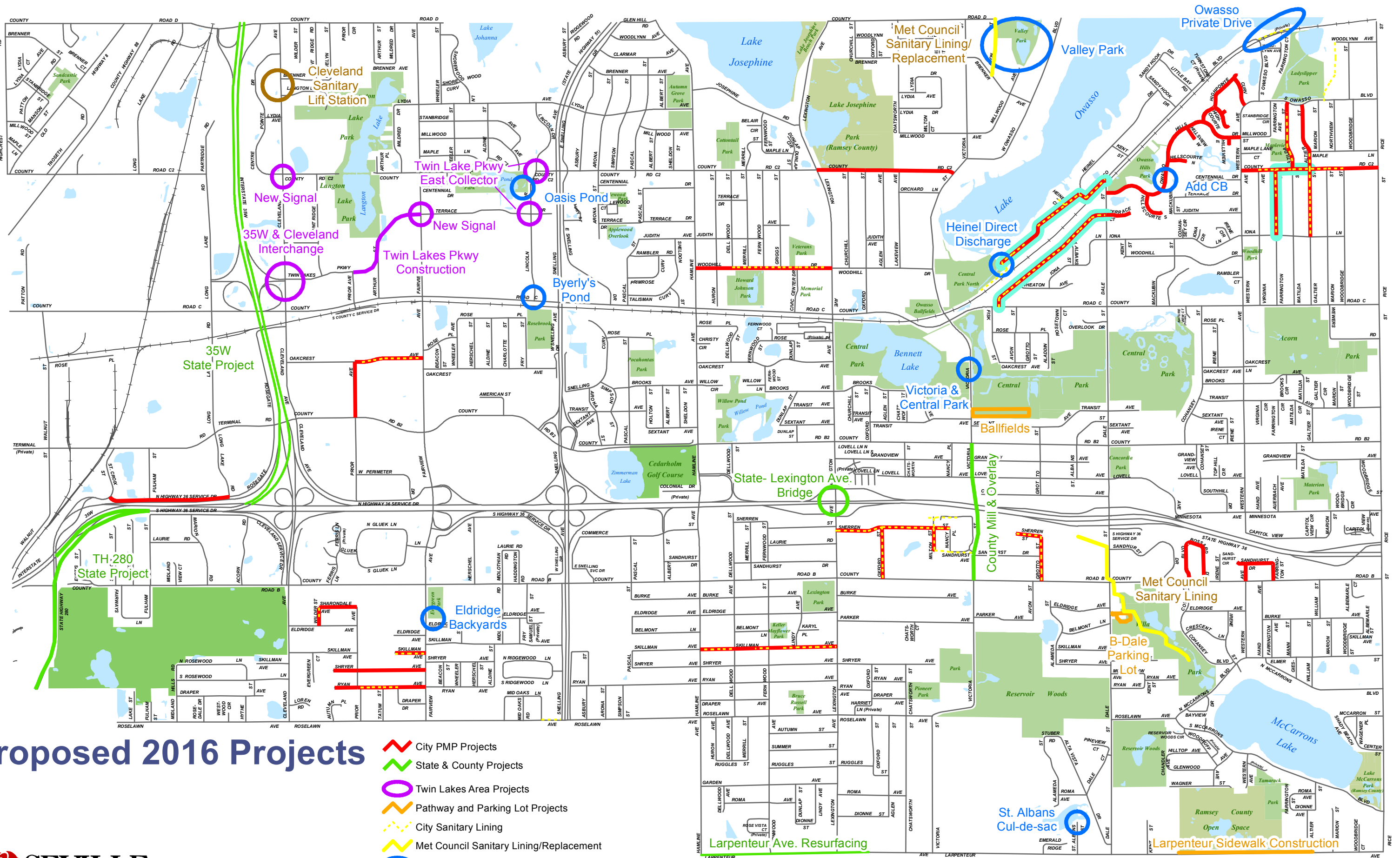
- Repaired storm sewer break on County Road B west of Victoria Street.
- Continue working on meter repairs and replacements. We are down to 28 meters needing an upgrade to the new meter and radio.
- Collected bacteriological water samples.
- Continued with the 2016 sanitary sewer cleaning program.
- 2016 hydrant flushing program is 90% completed
- Repaired a broken water main break at 1952 Snelling
- Working with consultant to evaluate water booster station.

Attachments:

A: 2016 Project Map

B: 2016 PMP Progress Map

C: Pathway Connections Approved Segments Map



Proposed 2016 Projects

- City PMP Projects
- State & County Projects
- Twin Lakes Area Projects
- Pathway and Parking Lot Projects
- City Sanitary Lining
- Met Council Sanitary Lining/Replacement
- Storm Projects
- Watermain Projects
- Lift Station



Prepared by:
Engineering Department
April 12, 2016

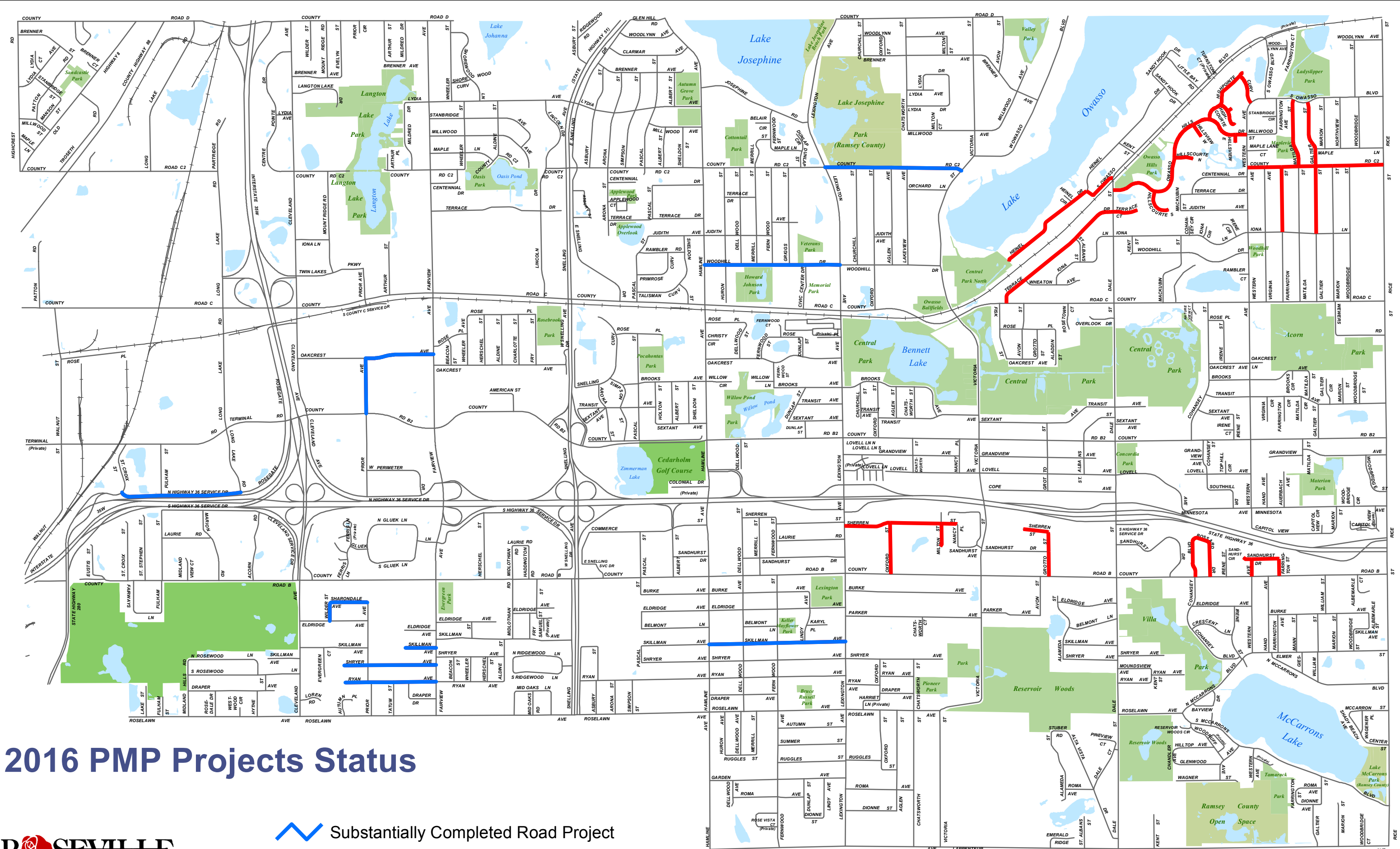
Data Sources and Contacts:
* Ramsey County GIS Base Map (4/04/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statute §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

mapdoc: Proposed2016_AllProjectsLabels.mxd
map: Proposed2016_AllProjectsLabels.pdf





2016 PMP Projects Status

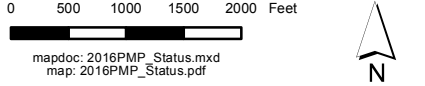


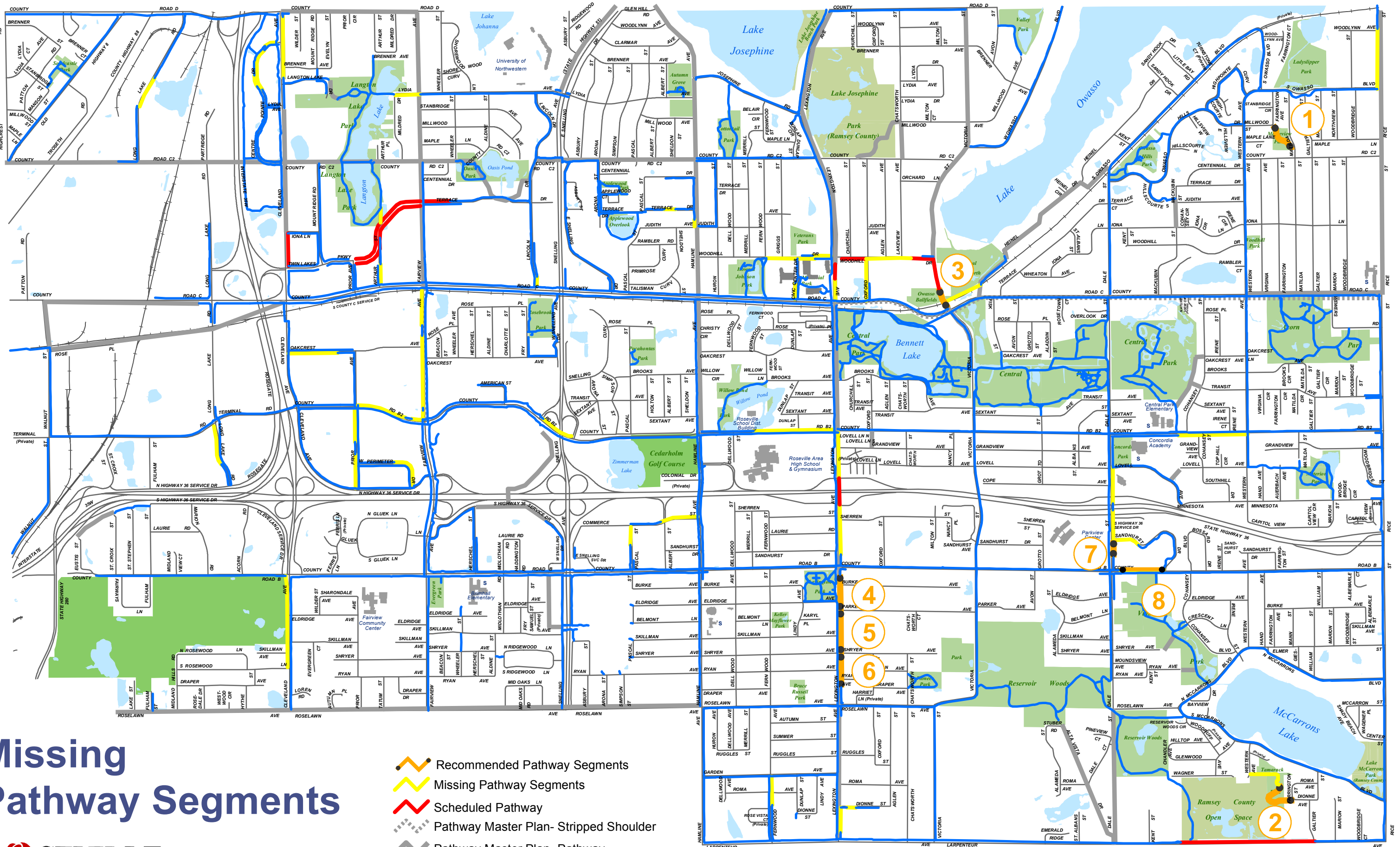
Prepared by:
Engineering Department
June 16, 2016

- Substantially Completed Road Project
- Uncompleted Road Project

Data Sources and Contacts:
* Ramsey County GIS Base Map (5/31/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.





Missing Pathway Segments



Prepared by:
Engineering Department
June 16, 2016

- Recommended Pathway Segments
- Missing Pathway Segments
- Scheduled Pathway
- Pathway Master Plan- Stripped Shoulder
- Pathway Master Plan- Pathway
- Existing Pathway

Data Sources and Contacts:

* Ramsey County GIS Base Map (5/31/16)
* City of Roseville Engineering Department
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville, MN

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

0 500 1000 1500 2000 Feet

mapdoc: 2016RosevillePathwayMissingSegments.mxd
map: 2016RosevillePathwayMissingSegments.pdf



Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: June 28, 2016

Item No: 5

Item Description: Stormwater Impact Fund

Background:

At the April 2016 PWET Commission meeting, staff presented several recommended updates to the City's stormwater management policies and practices. One recommended change was implementing a Stormwater Impact Fund.

The Stormwater Impact Fund would allow residents that apply for a Residential Stormwater Permit (ReSWP) to purchase treatment through a City installed regional system, in lieu of having to provide treatment onsite through rain barrels, raingardens, etc. The purchasing of stormwater treatment will be an added option for residents.

This fund would also allow developers that are unable to treat stormwater onsite, to purchase treatment credits based on a \$/Cu-ft rate. Currently the City doesn't have a policy in place to properly address areas that cannot meet the City's Stormwater Management Standards whether it is due to site constraints, contaminated soil, no available storm sewer, etc.

Staff has made some changes to this based on feedback from the Commission in April. We will review the changes and overall program.

Recommended Action:

Receive a presentation on the updated Stormwater Impact Fund program, provide comments, and recommend approval to the City Council.

Attachments:

- A. Draft Stormwater Impact Fund
- B. Draft Stormwater Management Standards
- C. Current Stormwater Management Standards



Stormwater Impact Fund

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for stormwater quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

For permitted sites that cannot feasibly meet the City's Stormwater Requirements through Alternative Stormwater Compliance Sequencing, permittees shall have the option to pay into the City's Stormwater Impact Fund. The amount paid to the City will be based on a \$/cubic-foot for the required volume. The \$/cubic-foot will be approved by the City Council annually, and can be found within the City's Fee Schedule.

For qualifying properties at least 20 years old that are applying for a Residential Stormwater Permit (ReSWP), the Stormwater Impact Fund is a mitigation option in lieu of installing a stormwater best management project, and is exempt from meeting the Alternative Stormwater Compliance Sequencing. Properties that are newer than 20 years old or land uses that do not qualify for the ReSWP are subject to the below conditions:

1) Alternative Stormwater Compliance Sequencing:

The alternative compliance sequencing process includes three steps that must be followed in order to meet the volume reduction standard. The sequencing steps to be followed are:

- a. First, the applicant shall comply or partially comply with the volume reduction standard to the fullest extent practicable on-site through alternative volume reduction methods. See the questions below for more information.
- b. Second, the applicant shall meet the volume reduction standard at an offsite location or through the use of qualified banking credit.
- c. Third, as a last alternative, the applicant shall pay into the City's Stormwater Impact Fund at a \$/CF rate. The dollar amount will be approved by the City Council and will be found within the City's Fee Schedule.

2) Mitigation Provisions:

- a) Stormwater requirements met through the Stormwater Impact Fund will be mitigated as close to the permitted site as possible, dependent on site constraints and project feasibility. The City will follow the hierarchy below to implement a project to offset the volume requirements. Projects will be sited:

1. Within the same storm sewer drainage district, or
2. Within the same drainage area to the same receiving water body, or
3. Within the same watershed district, or
4. Within the City limits

- b) Mitigation projects must involve the creations of new structural stormwater BMP's or the retrofit of existing structural stormwater BMP's, or the use of a properly designed regional structural stormwater BMP.
- c) Routine Maintenance of structural stormwater BMP's already required by this permit cannot be used to meet mitigation requirements.
- d) Mitigation projects implemented by an applicant shall be completed within 24 months after the start of the original construction activity.
 - 1) Mitigation projects implemented by the City through the use of Stormwater Impact Funds shall be used when a Regional Stormwater Project is identified and as funding is available.
- e) The applicant shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.
- f) If the applicant receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management, the applicant shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e) of the City of Roseville's Stormwater Pollution Prevention Plan (SWPPP) Permit.



Stormwater Management Standards

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for stormwater quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

Project designers and/or applicants are encouraged to schedule and complete a pre-design meeting with the City before any data will be accepted. The purpose of the meeting is to specifically address approvals and permits, pond requirements, trunk storm drain analysis, wetland impacts, water quality treatment, erosion control and discharge to lakes and sensitive wetland resources.

1) General

- a) Erosion control standards apply to all land disturbance activity unless specifically exempted by the definition of the term "land disturbance activity" in the City's Erosion and Sedimentation Control Ordinance (Roseville City Code Chapter 803.04).
- b) The City's water quality treatment requirements apply to projects which result in twenty-one thousand, seven hundred eighty (21,780) square feet or more of disturbed area or five thousand (5,000) square feet or more of new or reconstructed impervious surface, and
- c) The City's rate/ volume control requirements apply to all projects, and
- d) Projects conducting mill and overlay or other surface pavement treatments, where aggregate base is left undisturbed, on existing impervious areas are exempt from the City's water quality treatment and rate control requirements. However, requirements must be met if the project impacts the base and/or sub-base materials for 5,000 square feet or more of disturbed area.
- e) Projects in a Shoreland, Wetland Protection or Stormwater Management Overlay District may have additional requirements which are defined in Roseville City Code Chapter 1017.
- f) Any work within a wetland, surface water, or Federal Emergency Management Agency (FEMA) designated floodplain may require permits to be obtained from, but not limited to the City, watershed district, Department of Natural Resources (DNR) and Army Corps of Engineers. All applicable permits for the specific project must be obtained prior to commencing land disturbance, construction, grading, clearing, or filling activities.
- g) The Applicant shall submit the information listed in Section 8 of these Standards to the City for review.

2) Water Quality Treatment

a) Infiltration/Volume Control Requirement

- 1) For all new or reconstructed impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD), Ramsey-Washington Metro (RWMWD), or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of 1.1 inches must be treated through infiltration practices.
- 2) For all redevelopment impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD), Ramsey-Washington Metro (RWMWD), or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of 1.1 inches must be treated through infiltration practices.
- 3) Filtration practices that are designed for partial recharge (e.g., bioretention basin with under drains) shall receive sixty-five percent (65%) credit for infiltration/volume control. Incorporation of trees and shrubs into filtration practices is encouraged.
- 4) No more than 15% of the new or reconstructed impervious surface may be left untreated.

b) Pollutant Removal Requirements. For projects that have met the infiltration/volume control requirements above, the pollutant removal requirements are considered to be met. For projects where infiltration or filtration is not feasible or is prohibited (see Item 5.a.), the following pollutant removal standards (based on a standard Nationwide Urban Runoff Program, NURP, particle size distribution) apply prior to reaching a downstream receiving water:

- 1) For new development and redevelopment portions of a site, provide treatment to remove ninety percent (90%) total suspended solids (TSS) and sixty percent (60%) total phosphorus (TP) modeled for an annual average rainfall.

c) For areas that are unable to meet the stormwater standards, the applicant shall pay into the City's Stormwater Impact Fund to cover the cost of implementing equivalent volume reduction elsewhere in the City. The required amount to contribute to the Stormwater Impact Fund will be set annually. Money contributed to the Fund will be allocated to volume reduction projects to help offset the volume that was not achieved on the permitted development.

(a) To be eligible to pay into the Stormwater Impact Fund, applicants must prove that stormwater bmp's are not feasible on the site and must complete the Alternative Stormwater Compliance Sequencing:

(i) Alternative Stormwater Compliance Sequencing:

The alternative compliance sequencing process includes three steps that must be followed in order to meet the volume reduction standard. The sequencing steps to be followed are:

- a. First, the applicant shall comply or partially comply with the volume reduction standard to the fullest extent practicable on-site through alternative volume reduction methods. See the questions below for more information.
- b. Second, the applicant shall meet the volume reduction standard at an offsite location or through the use of qualified banking credit.

- c. Third, as a last alternative, the applicant shall pay into the City's Stormwater Impact Fund at a \$/CF rate. The dollar amount will be approved by the City Council and will be found within the City's Fee Schedule.

3) Rate/Volume Control.

- a) Discharge rates leaving the site must not exceed the current rates for the 2, 10 and 100-year, critical duration (24-hour) storm events, using a Type II storm distribution and antecedent moisture conditions 2 (AMC-2). The runoff from pervious and impervious areas within the model shall be modeled separately (i.e. Weighted Q, SBUH weighting, etc).
- b) The City of Roseville shall apply all City standards for developments and redevelopments outside of the City limits which discharge into waterbodies or storm drainage systems within the City limits. All plan submittals shall comply with City of Roseville storm water regulations.
- c) For development and redevelopment projects affecting stormwater problem areas identified in the City's SWMP, the City requires the applicant to incorporate such practices to resolve a proportionate share of the problem through a reduction based on existing runoff volumes.
 - 1) The "problem" as defined by the City is that excess volume of water that either causes a downstream storm sewer system to exceed a 10-year/24-hour design capacity or causes a downstream waterbody to exceed its designated 100-year flood elevation at a given point.
 - 2) Within an identified area, the applicant shall provide peak rate control for the 2, 10 and 100 year 24-hour rainfall events beyond the existing condition peak rate of runoff by reducing the peak rate to $\leq 80\%$ of the existing condition.

4) Design Computations.

- a) *Hydrologic Data Format:* All hydrologic data shall be completed using NRCS methodology; i.e. HydroCAD or TR20, XP-SWMM or a comparable, City approved method. The runoff from pervious and impervious areas within the model shall be modeled separately (Weighted Q or SBUH weighting, etc).
- b) *Rainfalls:* Rainfall amounts for hydrologic analysis shall be based on the precipitation frequency estimates of NOAA Atlas 14 for the 24-hour return period from 1 to 100 Years. City of Roseville analyses shall use the values in the following table.

Rainfall Frequency	Rainfall (Inches)
2-Year 24-Hour	2.8
10-Year 24-Hour	4.2
100-Year 24-Hour	7.4

- c) *Infiltration-Prohibitive Sites:* For projects not meeting the infiltration/volume control requirement as stated in Section 2(a), design engineers and applicants shall determine the pollutant removal efficiency of the best management practices (BMPs) incorporated into the site plan using the available industry standard models, including P8 (using a standard NURP particle size distribution for the analysis), PondNET or a comparable model approved by the City.
- d) *Wet-Detention Pond Storm Water Treatment:* As an alternative to preparing a site-specific model, the development may provide a treatment volume (dead storage) of not less than two and one-half (2.5) inches multiplied by the runoff coefficient calculated over the contributing drainage area to the pond. For example, a one (1) acre impervious site with a runoff coefficient of 0.90 that drains to a common treatment pond would be required to provide a dead storage volume of 0.19 acre-feet or eight thousand two hundred

(8,200) cubic feet. The Natural Resources Conservation Service Method may also be used upon City approval.

e) *Volume Reduction Calculation:* The volume reduction (in cubic feet) provided by surface infiltration practices shall be computed using the following:

- 1) For sites required to obtain a watershed permit within CRWD, RWMWD, or RCWD jurisdiction, follow Watershed District Rule C.
- 2) For sites that do not require a watershed district permit due to project size, provide volume calculations based on the following formula:

$$V = \text{Area} \times 1.1 \text{ inch} / 12$$

Where V = Required Volume Reduction in cubic feet (cf)

A = New or Reconstructed Impervious Area in square feet (sf)

f) *Storm Sewer Conveyance Design:* Local storm sewer systems shall be designed for the 10-year storm event within the crown of pipe. The Rational Method shall be the preferred methodology for the design of local systems. Culvert crossings or storm systems in County or State right-of-way may have a design frequency which differs from the City's 10-year design storm. The designer shall contact each agency/unit of government to determine the appropriate design frequency for hydrologically-connected systems.

g) *Outfall Energy Dissipation:* For culvert outlet velocities less than or equal to four (4) feet per second (fps), check shear stress to determine if vegetation or riprap will be adequate. If vegetation is used, temporary erosion control during and immediately following construction shall be used until vegetation becomes established. For velocities greater than four (4) fps, energy dissipaters shall be designed in accordance with Mn/DOT Design Criteria.

h) *Landlocked Basin HWL Determination:* High water elevations for landlocked areas (basins where no outlet exists) shall be established by first estimating the normal or initial water surface elevation at the beginning of a rainfall or runoff event using a documented water budget, evidence of mottled soil, and/or an established ordinary high water level. The high water level analysis shall be based on runoff volume resulting from a 100-year/10-day runoff (10.0 inches and saturated or frozen soil conditions [CN=100]) or the runoff resulting from a 100-year back-to-back event (7.4 inches followed by 7.4 inches). The high water elevation shall be the higher of these two conditions.

i) *Building Low Opening:* The lowest floor openings of all buildings shall be set:

- 1) At least two (2) feet above the 100-year high water elevation and at least one (1) foot above a designated emergency overflow.
- 2) For landlocked basins, at least two (2) feet above the higher of the elevations determined in Part 4h.

j) *No Net Loss of Storage Capacity:* If encroachments within storm water retention basins are approved by the City Engineer, then calculations indicating the volume of encroachment and plans for volume mitigation must be submitted.

5) Volume Control/Infiltration Practices Design Criteria.

a) Infiltration systems are prohibited:

- 1) Where the bottom of the infiltration basin is less than three (3) feet to bedrock or the seasonally high water table;

- 2) Low permeability soils (i.e., Hydrologic Soil Group C& D soils) or where a confining layer exists below the proposed basin;
 - 3) Within fifty (50) feet of a public or private water supply well (Minn. Rules, Chapter 4725);
 - 4) Potential storm water hot spots or contaminated soils (filling stations, industrial, etc.);
 - 5) Within ten (10) feet of a property line or building foundation; and
 - 6) Within thirty-five (35) feet of a septic system tank or drain field.
 - 7) Within a Drinking Water Supply Management Area (DWSMA)
 - 8) Where soil infiltration rates are greater than 8.3"/hr.
- b) Infiltration practices must be designed to draw down to the bottom elevation of the practice within forty-eight (48) hours. The pond depth shall be based on the soil infiltration rate determined from site-specific soils investigation data taken from the location of proposed infiltration practices on the site (e.g., double ring infiltrometer test). The maximum pond depth, regardless of infiltration rate shall be two (2) feet unless otherwise approved by the City Engineer. The soils investigation requirement may be waived for residential property practices where the maximum pond depth is one (1) foot or less. The following infiltration rates shall be used for the most restrictive underlying soil unless otherwise supported by an *in-situ* infiltration test:

Soil Group	Rate	Soil Textures	ASTM Unified Soil Class Symbols
A	1.63 in/hr	Gravel, sand, sandy gravel, silty gravel, loamy sand, sandy loam	GW, GP
	0.80 in/hr		GM, SW, SP
B	0.45 in/hr	Loam, silt loam	SM
	0.30 in/hr		ML, OL
C	0.20 in/hr	Sandy clay loam	GC, SC
D	0.06 in/hr	Clay loam, silty clay loam, sandy clay, silty clay, or clay	CL, CH, OH, MH

Source: *Minnesota Storm water Manual, January 2014.1*

- c) Infiltration practices shall have provisions for pretreatment of the runoff. Examples of pretreatment include: a mowed grass strip between a curb-cut and a small rain garden, a sump manhole or manufactured sediment trap prior to an infiltration basin, and a sediment forebay as the first cell of a two-cell treatment system. Where the infiltration system captures only clean runoff (e.g., from a rooftop) pretreatment may not be required.
- d) The design shall incorporate a diversion or other method to keep construction site sediment from entering the infiltration system prior to final stabilization of the entire contributing drainage area.
- e) The design shall incorporate provisions, where infiltration practices are proposed, that will prohibit the compaction of soils by construction equipment.

- f) A plan for maintenance of the system must be submitted that identifies the maintenance activities and frequency of activities for each infiltration practice on the site. A signed maintenance agreement will be required by the City.
- 6) Pond and Additional Infiltration System Design Criteria. Newly constructed or expanded/modified ponds and basins shall be designed and constructed to meet the following:
- a) All ponds or basins shall:
 - 1) Have a 4:1 maximum slope (above the normal water level [NWL] and below the 10:1 bench, if a wet pond);
 - 2) Maximize the separation between inlet and outlet points to prevent short-circuiting of storm flows;
 - 3) Have an emergency overflow spillway identified and designed to convey storm flows from events greater than the 100-year event; and
 - 4) Be made accessible for maintenance and not be entirely surrounded by steep slopes or retaining walls which limit the type of equipment that can be used for maintenance. Vehicle access lane(s) of at least ten (10) feet shall be provided, at a slope less than fifteen percent (15%) from the access point on the street or parking area to the pond, to accommodate maintenance vehicles. Maintenance agreements will be required when the pond is not located on City property.
 - b) All wet ponds shall:
 - 1) Have an aquatic bench having a 10:1 (H:V) slope for the first ten (10) feet from the NWL into the basin;
 - 2) Have inlets be placed at or below the NWL;
 - 3) Have a skimming device designed to remove oils and floatable materials up to a five (5) year frequency event. The skimmer shall be set a minimum of twelve (12) inches below the normal surface water elevation and shall control the discharge velocity to 0.5 feet per second.
 - 4) Have an average four (4) feet of permanent pool depth (dead storage depth). This constraint may not be feasible for small ponds (less than about three [3] acre-feet in volume or less). In such cases, depths of three to four (3-4) feet may be used. To prevent development of thermal stratification, loss of oxygen, and nutrient recycling from bottom sediments, the maximum depth of the permanent pool should be less than or equal to ten (10) feet.
- 7) Erosion and Sediment Control (Roseville City Code Chapter 803.04)
- a) The City's Erosion Control Ordinance shall be followed for all projects, including those not regulated under the NPDES construction permit.
 - b) Prior to the start of any excavation or land disturbing activity for the site, the Applicant or contractor must have in place a functional and approved method of erosion and sediment control. The contractor must have received authorization from the City prior to commencing construction activities.
 - c) Development projects subject to the NPDES Construction Permit shall meet the requirements of the NPDES permit program, including the requirement to prepare and follow a storm water pollution prevention plan (SWPPP). The Applicant shall submit proof of receipt and approval by Minnesota Pollution Control Agency and/or watershed district of the permit application prior to commencing construction if required. A copy of the SWPPP prepared in accordance with the NPDES permit requirements, shall be submitted to the City if requested by the City Engineer.

8) Storm Water Plan Submittals.

- a) Property lines and delineation of lands included in the project application.
- b) Delineation of the subwatersheds contributing runoff from off-site, and proposed and existing subwatersheds on-site.
- c) Location, alignment and elevation of proposed and existing storm water facilities.
- d) Delineation of existing on-site wetlands, shoreland and/or floodplain areas. Removal or disturbance of stream bank and shoreland vegetation should be avoided. The plan shall address how unavoidable disturbances to this vegetation will be mitigated per the City's ordinances.
- e) Existing and proposed inlet and outlet elevations
- f) The 10-year and 100-year high water elevations on-site. For landlocked basins, the higher of the elevations determined in Part 4h. of these standards shall also be identified.
- g) The lowest opening elevation of all buildings and structures.
- h) Existing and proposed site contour elevations related to NGVD, 1929 datum.
- i) Construction plans and specifications of all proposed storm water management facilities.
- j) Storm water runoff volume and rate analyses for existing and proposed conditions.
- k) All hydrologic and hydraulic computations completed to design the proposed storm water quality management facilities. Computations shall include a summary of existing and proposed impervious areas.
- l) All pollutant removal computations for practices not meeting the volume control/infiltration requirement.
- m) Provision of outlots or easements for maintenance access to detention basins, retention basins, constructed wetlands, and/or other storm water management facilities.
- n) Maintenance agreement between applicant and City which addresses sweeping, pond inspection, sediment removal and disposal, etc.
- o) Inlets to detention basins, wetlands, etc., shown at or below the outlet elevation.
- p) Identification of receiving water bodies (lakes, streams, wetlands, etc).
- q) Identification of existing and abandoned wells and septic tanks on the development site.
- r) Documentation indicating conformance with these standards.

9) Prohibition of Illicit Discharges (Roseville City Code Chapter 803.03). No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants other than stormwater, i.e., swimming pool water which contains pollutants not found in stormwater. The following discharges are exempt from the prohibition provision above:

- a) Non-stormwater that is authorized by an NPDES point source permit obtained from the MPCA, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the (municipal/county) separate storm sewer system.

- b) Water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
- c) Discharges or flows from fire fighting, and other discharges as necessary to protect public health and safety;
- d) Dye testing discharge, as long as the Public Works Director is provided verbal notification prior to the time of the test.



Storm Water Management Standards

The City of Roseville has developed specific requirements that apply to development and redevelopment projects. These standards are intended to help achieve the water resource goals of the City's Surface Water Management Plan (SWMP) and help the City maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program. These standards highlight important aspects of the requirements for storm water quality, discharge rate and volume control, erosion control, and illicit discharge.

These standards do not replace or supersede City ordinances, watershed district regulations, state and federal rules or permits required for the project. For a more detailed listing of requirements see the specific policies of the City's SWMP and the applicable City ordinances, or consult with City staff on your specific project.

To accomplish the goals of the SWMP, it is important to the City to have consistent approaches to evaluating proposed development and redevelopment projects. Therefore, all hydrologic, hydraulic and water quality analysis must be prepared and submitted in a format that will allow for a timely and efficient review by City staff.

Project designers and/or developers are encouraged to schedule and complete a pre-design meeting with the City before any data will be accepted. The purpose of the meeting is to specifically address approvals and permits, pond requirements, trunk storm drain analysis, wetland impacts, water quality treatment, erosion control and discharge to lakes and sensitive wetland resources.

1) General

- a) Erosion control standards apply to all land disturbance activity unless specifically exempted by the definition of the term "land disturbance activity" in the City's Erosion and Sedimentation Control Ordinance (Roseville City Code Chapter 803.04).
- b) The City's water quality treatment requirements apply to projects which result in twenty-one thousand, seven hundred eighty (21,780) square feet or more of disturbed area or five thousand (5,000) square feet or more of new or reconstructed impervious surface, and
- c) The City's rate/ volume control requirements apply to all projects, and
- d) Projects conducting mill and overlay or other surface pavement treatments, where aggregate base is left undisturbed, on existing impervious areas are exempt from the City's water quality treatment and rate control requirements. However, requirements must be met if the project impacts the base and/or sub-base materials for 21,780 square feet or more of disturbed area.
- e) Projects in a Shoreland, Wetland Protection or Storm Water Management Overlay District may have additional requirements which are defined in Roseville City Code Chapter 1017.
- f) Any work within a wetland, surface water, or Federal Emergency Management Agency (FEMA) designated floodplain may require permits to be obtained from, but not limited to the City, watershed district, Department of Natural Resources (DNR) and Army Corps of Engineers. All applicable permits for the specific project must be obtained prior to commencing land disturbance, construction, grading, clearing, or filling activities.
- g) The Applicant shall submit the information listed in Section 8 of these Standards to the City for review.

2) Water Quality Treatment

a) Infiltration/Volume Control Requirement

- 1) For all new or reconstructed impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD) or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of one (1) inch must be treated through infiltration practices.
- 2) For all redevelopment impervious portions of a project, a runoff volume based on the requirements of the governing Capitol Region (CRWD) or Rice Creek Watershed District (RCWD) rules. Within all other Watershed jurisdictions, a runoff volume of one (1) inch must be treated through infiltration practices.
- 3) Filtration practices that are designed for partial recharge (e.g., bioretention basin with under drains) shall receive seventy percent (70%) credit for infiltration/volume control. Incorporation of trees and shrubs into filtration practices is encouraged.

b) Pollutant Removal Requirements. For projects that have met the infiltration/volume control requirements above, the pollutant removal requirements are considered to be met. For projects where infiltration or filtration is not feasible or is prohibited (see Item 5.a.), the following pollutant removal standards (based on a standard Nationwide Urban Runoff Program, NURP, particle size distribution) apply prior to reaching a downstream receiving water:

- 1) For new development and redevelopment portions of a site, provide treatment to remove ninety percent (90%) total suspended solids (TSS) and sixty percent (60%) total phosphorus (TP) modeled for an annual average rainfall.

3) Rate/Volume Control.

- a) Discharge rates leaving the site must not exceed the current rates for the 1, 2, 10 and 100-year, critical duration (24-hour) storm events, using a Type II storm distribution and antecedent moisture conditions 2 (AMC-2).
- b) The City of Roseville shall apply all City standards for developments and redevelopments outside of the City limits which discharge into waterbodies or storm drainage systems within the City limits. All plan submittals shall comply with City of Roseville storm water regulations.
- c) For development and redevelopment projects affecting storm water problem areas identified in the City's SWMP, the City requires the developer to incorporate such practices to resolve a proportionate share of the problem through a reduction based on existing runoff volumes.
 - 1) The "problem" as defined by the City is that excess volume of water that either causes a downstream storm sewer system to exceed a 10-year/24-hour design capacity or causes a downstream waterbody to exceed its designated 100-year flood elevation at a given point.
 - 2) The "proportionate share" of the problem is defined as a ratio of contributing runoff volume from a given parcel to the overall subwatershed contributing runoff volume upstream of the problem area.
 - 3) The procedure for computing the volume reduction for a development or redevelopment site is as follows:

- a) Find the ratio of existing runoff volumes from the parcel (V_{parcel}) to the total subwatershed (V_{total} , identified by the City):

$$\% \text{ contribution} = V_{parcel} / V_{total} \times 100$$

- b) Find the proportionate share of the problem (identified by the City).

$$V_{reduction} = \% \text{ contribution} \times V_{problem}$$

- c) Derive the % decrease in existing site runoff required on the development site to mitigate the proportionate share by the following formula:

$$\% \text{existing runoff volume reduction} = (V_{parcel} - V_{reduction}) / V_{parcel} \times 100$$

- d) Apply the above reduction to the 1-year, 2-year, 10-year and 100-year existing site runoff volumes. The proposed design runoff volumes cannot exceed these reduced runoff volumes.

4) Design Computations.

- a) *Hydrologic Data Format:* All hydrologic data shall be completed using NRCS methodology; i.e. HydroCAD or TR20/TR55, XP-SWMM or a comparable, City approved method. Hydraulic calculations will be accepted in the rational method format or in commonly used software packages such as FHWA HY-8, Eagle Point or XP-SWMM or a compatible, City approved method. These computations shall be submitted to the City upon request.
- b) *Rainfalls:* Rainfall amounts for hydrologic analysis shall be based on the precipitation frequency estimates of NOAA Atlas 14 for the 24-hour return period from 1 to 100 Years. City of Roseville analyses shall use the values in the following table.

Rainfall Frequency	Rainfall (Inches)
1-Year 24-Hour	2.5
2-Year 24-Hour	2.8
10-Year 24-Hour	4.2
100-Year 24-Hour	7.4

- c) *Infiltration-Prohibitive Sites:* For projects not meeting the infiltration/volume control requirement as stated in Section 2(a), design engineers and developers shall determine the pollutant removal efficiency of the best management practices (BMPs) incorporated into the site plan using the available industry standard models, including P8 (using a standard NURP particle size distribution for the analysis), PondNET or a comparable model approved by the City.
- d) *Wet-Detention Pond Storm Water Treatment:* As an alternative to preparing a site-specific model, the development may provide a treatment volume (dead storage) of not less than two and one-half (2.5) inches multiplied by the runoff coefficient calculated over the contributing drainage area to the pond. For example, a one (1) acre impervious site with a runoff coefficient of 0.90 that drains to a common treatment pond would be required to provide a dead storage volume of 0.19 acre-feet or eight thousand two hundred (8,200) cubic feet. The Natural Resources Conservation Service Method may also be used upon City approval.
- e) *Volume Reduction Calculation:* The volume reduction (in cubic feet) provided by surface infiltration practices shall be computed using the following:

- 1) For sites within CRWD jurisdiction, the Volume Control Worksheet (available online at www.capitolregionwd.org).
- 2) For sites within RCWD jurisdiction,
 - (a) Redevelopments: The Redevelopment Guidance Worksheet available at www.ricecreek.org.
 - (b) New Development: Provide calculations considering the same factors as RWCD Rule C(5)(b).
 - (c) Provide alternative computation method if approved by the City Engineer prior to the information being submitted to the City for review.
- 3) For all other sites, provide volume calculations based on the following formula:

$$V = \text{Area} \times 1 \text{ inch} \times 0.08333$$

Where V = Required Volume Reduction in cubic feet (cf)

A = New or Reconstructed Impervious Area in square feet (sf)

- f) *Storm Sewer Conveyance Design:* Local storm sewer systems shall be designed for the 10-year storm event within the crown of pipe. The Rational Method shall be the preferred methodology for the design of local systems. Culvert crossings or storm systems in County or State right-of-way may have a design frequency which differs from the City's 10-year design storm. The designer shall contact each agency/unit of government to determine the appropriate design frequency for hydrologically-connected systems.
- g) *Outfall Energy Dissipation:* For culvert outlet velocities less than or equal to four (4) feet per second (fps), check shear stress to determine if vegetation or riprap will be adequate. If vegetation is used, temporary erosion control during and immediately following construction shall be used until vegetation becomes established. For velocities greater than four (4) fps, energy dissipaters shall be designed in accordance with Mn/DOT Design Criteria.
- h) *Landlocked Basin HWL Determination:* High water elevations for landlocked areas (basins where no outlet exists) shall be established by first estimating the normal or initial water surface elevation at the beginning of a rainfall or runoff event using a documented water budget, evidence of mottled soil, and/or an established ordinary high water level. The high water level analysis shall be based on runoff volume resulting from a 100-year/10-day runoff (8.6 inches and saturated or frozen soil conditions [CN=100]) or the runoff resulting from a 100-year back-to-back event (7.4 inches followed by 7.4 inches). The high water elevation shall be the higher of these two conditions.
- i) *Building Low Opening:* The lowest floor openings of all buildings shall be set:
 - 1) At least two (2) feet above the 100-year high water elevation and at least one (1) foot above a designated emergency overflow.
 - 2) For landlocked basins, at least two (2) feet above the higher of the elevations determined in Part 4h.

- j) *No Net Loss of Storage Capacity*: If encroachments within storm water retention basins are approved by the City Engineer, then calculations indicating the volume of encroachment and plans for volume mitigation must be submitted.

5) Volume Control/Infiltration Practices Design Criteria.

a) Infiltration systems are prohibited:

- 1) Where the bottom of the infiltration basin is less than three (3) feet to bedrock or the seasonally high water table;
- 2) Low permeability soils (i.e., Hydrologic Soil Group D soils) or where a confining layer exists below the proposed basin;
- 3) Within fifty (50) feet of a public or private water supply well (Minn. Rules, Chapter 4725);
- 4) Potential storm water hot spots or contaminated soils;
- 5) Within ten (10) feet of a property line or building foundation; and
- 6) Within thirty-five (35) feet of a septic system tank or drain field.

- b) Infiltration practices must be designed to draw down to the bottom elevation of the practice within forty-eight (48) hours. The pond depth shall be based on the soil infiltration rate determined from site-specific soils investigation data taken from the location of proposed infiltration practices on the site (e.g., double ring infiltrometer test). The maximum pond depth, regardless of infiltration rate shall be two (2) feet unless otherwise approved by the City Engineer. The soils investigation requirement may be waived for residential property practices where the maximum pond depth is one (1) foot or less. The following infiltration rates shall be used for the most restrictive underlying soil unless otherwise supported by an *in-situ* infiltration test:

Soil Group	Rate	Soil Textures	ASTM Unified Soil Class Symbols
A	1.63 in/hr	Gravel, sand, sandy gravel, silty gravel, loamy sand, sandy loam	GW, GP
	0.80 in/hr		GM, SW, SP
B	0.60 in/hr	Loam, silt loam	SM
	0.30 in/hr		ML, OL
C	0.20 in/hr	Sandy clay loam	GC, SC
D	0.00 in/hr	Clay loam, silty clay loam, sandy clay, silty clay, or clay	CL, CH, OH, MH

Source: *Minnesota Storm water Manual, November 2005.*

- c) Infiltration practices shall have provisions for pretreatment of the runoff. Examples of pretreatment include: a mowed grass strip between a curb-cut and a small rain garden, a sump

manhole or manufactured sediment trap prior to an infiltration basin, and a sediment forebay as the first cell of a two-cell treatment system. Where the infiltration system captures only clean runoff (e.g., from a rooftop) pretreatment may not be required.

- d) The design shall incorporate a diversion or other method to keep construction site sediment from entering the infiltration system prior to final stabilization of the entire contributing drainage area.
 - e) The design shall incorporate provisions, where infiltration practices are proposed, that will prohibit the compaction of soils by construction equipment.
 - f) A plan for maintenance of the system must be submitted that identifies the maintenance activities and frequency of activities for each infiltration practice on the site. A signed maintenance agreement will be required by the City.
- 6) Pond and Additional Infiltration System Design Criteria. Newly constructed or expanded/modified ponds and basins shall be designed and constructed to meet the following:
- a) All ponds or basins shall:
 - 1) Have a 4:1 maximum slope (above the normal water level [NWL] and below the 10:1 bench, if a wet pond);
 - 2) Maximize the separation between inlet and outlet points to prevent short-circuiting of storm flows;
 - 3) Have an emergency overflow spillway identified and designed to convey storm flows from events greater than the 100-year event; and
 - 4) Be made accessible for maintenance and not be entirely surrounded by steep slopes or retaining walls which limit the type of equipment that can be used for maintenance. Vehicle access lane(s) of at least ten (10) feet shall be provided, at a slope less than fifteen percent (15%) from the access point on the street or parking area to the pond, to accommodate maintenance vehicles. Maintenance agreements will be required when the pond is not located on City property.
 - b) All wet ponds shall:
 - 1) Have an aquatic bench having a 10:1 (H:V) slope for the first ten (10) feet from the NWL into the basin;
 - 2) Have inlets be placed at or below the NWL;
 - 3) Have a skimming device designed to remove oils and floatable materials up to a five (5) year frequency event. The skimmer shall be set a minimum of twelve (12) inches below the normal surface water elevation and shall control the discharge velocity to 0.5 feet per second.
 - 4) Have an average four (4) feet of permanent pool depth (dead storage depth). This constraint may not be feasible for small ponds (less than about three [3] acre-feet in volume or less). In such cases, depths of three to four (3-4) feet may be used. To prevent development of thermal stratification, loss of oxygen, and nutrient recycling from bottom sediments, the maximum depth of the permanent pool should be less than or equal to ten (10) feet.
- 7) Erosion and Sediment Control (Roseville City Code Chapter 803.04)
- a) The City's Erosion Control Ordinance shall be followed for all projects, including those not regulated under the NPDES construction permit.

- b) Prior to the start of any excavation or land disturbing activity for the site, the Applicant or contractor must have in place a functional and approved method of erosion and sediment control. The contractor must have received authorization from the City prior to commencing construction activities.
- c) Development projects subject to the NPDES Construction Permit shall meet the requirements of the NPDES permit program, including the requirement to prepare and follow a storm water pollution prevention plan (SWPPP). The Applicant shall submit proof of receipt and approval by Minnesota Pollution Control Agency and/or watershed district of the permit application prior to commencing construction if required. A copy of the SWPPP prepared in accordance with the NPDES permit requirements, shall be submitted to the City if requested by the City Engineer.

8) Storm Water Plan Submittals.

- a) Property lines and delineation of lands included in the project application.
- b) Delineation of the subwatersheds contributing runoff from off-site, and proposed and existing subwatersheds on-site.
- c) Location, alignment and elevation of proposed and existing storm water facilities.
- d) Delineation of existing on-site wetlands, shoreland and/or floodplain areas. Removal or disturbance of stream bank and shoreland vegetation should be avoided. The plan shall address how unavoidable disturbances to this vegetation will be mitigated per the City's ordinances.
- e) Existing and proposed inlet and outlet elevations
- f) The 10-year and 100-year high water elevations on-site. For landlocked basins, the higher of the elevations determined in Part 4h. of these standards shall also be identified.
- g) The lowest opening elevation of all buildings and structures.
- h) Existing and proposed site contour elevations related to NGVD, 1929 datum.
- i) Construction plans and specifications of all proposed storm water management facilities.
- j) Storm water runoff volume and rate analyses for existing and proposed conditions.
- k) All hydrologic and hydraulic computations completed to design the proposed storm water quality management facilities. Computations shall include a summary of existing and proposed impervious areas.
- l) All pollutant removal computations for practices not meeting the volume control/infiltration requirement.
- m) Provision of outlots or easements for maintenance access to detention basins, retention basins, constructed wetlands, and/or other storm water management facilities.
- n) Maintenance agreement between developer and City which addresses sweeping, pond inspection, sediment removal and disposal, etc.
- o) Inlets to detention basins, wetlands, etc., shown at or below the outlet elevation.
- p) Identification of receiving water bodies (lakes, streams, wetlands, etc).

- q) Identification of existing and abandoned wells and septic tanks on the development site.
 - r) Documentation indicating conformance with these standards.
- 9) Prohibition of Illicit Discharges (Roseville City Code Chapter 803.03). No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the municipal separate storm sewer system any pollutants or waters containing any pollutants other than storm water, i.e., swimming pool water which contains pollutants not found in storm water. The following discharges are exempt from the prohibition provision above:
- a) Non-storm water that is authorized by an NPDES point source permit obtained from the MPCA, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the (municipal/county) separate storm sewer system.
 - b) Water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, dechlorinated swimming pools and any other water source not containing pollutants;
 - c) Discharges or flows from fire fighting, and other discharges as necessary to protect public health and safety;
 - d) Dye testing discharge, as long as the Public Works Director is provided verbal notification prior to the time of the test.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: June 28, 2016

Item No: 6

Item Description: Recycling Services Proposals Review and Recommendations

Background:

The City of Roseville's current recycling contract is set to expire at the end of 2016. Earlier this year staff released a request for proposals with the intent of entering into a contract with a contractor for services beginning on January 1, 2017 and extending for at least 3 years, possibly up to seven years.

The City received proposals from the following recycling contractors:

1. Eureka Recycling (Neighborhood Recycling Corp.)
2. Republic Services
3. Walters Recycling & Refuse
4. Waste Management

The proposals were scored based on the criteria as outlined in the RFP, first based on the proposal itself independent of any pricing, then combining the proposal score with the pricing score to determine the "best value" contractor.

There are several scenarios to discuss and compare including 3 year term vs 5 year term, City or contractor owned carts, Parks recycling, etc. Staff will present the results of the scoring and staff's recommendation. For the purposes of this meeting, the name of the contractors will not be used, so the Commission will be recommending Vendor A, B, C or D.

Attached is the original RFP, which established the scoring criteria and other requirements for qualifying proposals, as well as an excerpt from the recent Roseville Community Survey where several questions were asked related to recycling. Staff suggests the Commission review the results of questions 87-96.

Recommended Action:

Receive a presentation on the recycling services proposals, discuss the results and make a recommendation to the City Council.

Attachments:

- A. Recycling Services Request for Proposals
- B. City Survey Recycling focused questions



**Specifications and Request For Proposal
for
Comprehensive Recycling Service**

April 15, 2016

Proposal accepted until 4:00 p.m. CDT
May 13, 2016

Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113

**Request For Proposals
City Recycling Services**

City of Roseville, Minnesota

The City of Roseville is requesting proposals for comprehensive recycling services to all residential, single unit and multi-unit dwellings within the

**City of Roseville
For
January 1, 2017 to December 31, 2019
or
January 1, 2017 to December 31, 2021**

The proposals shall be made in accordance with the Specifications and must be submitted to the City by:

**4:00 p.m. CDT
May 13, 2016**

The proposals shall be made on forms identical in content to those contained in the Specifications. All completed forms shall be submitted to:

**Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113**

Questions and request for packets should be directed to:

Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
(651) 792-7049
Ryan.johnson@cityofroseville.com

TABLE OF CONTENTS

1. INTRODUCTION	4
2. CONTRACTOR SELECTION PROCESS AND SCHEDULE	5
3. BACKGROUND AND HISTORY	7
4. DEFINITIONS	8
5. GENERAL REQUIREMENTS FOR ALL COLLECTIONS.....	13
6. ANNUAL REPORTING AND PROMOTIONAL ACTIVITIES	25
7. MATERIALS PROCESSING AND MARKETING	28
8. PAYMENT AND PENALTIES	31
9. INSURANCE AND OTHER LEGAL REQUIREMENTS	37
10. SUBMITTING PROPOSALS	43
EXHIBIT A: RECYCLING ZONES MAP	48
EXHIBIT B: SINGLE UNIT AND MULTI-UNIT DWELLING LEVEL OF SERVICE .	50
EXHIBIT C: ANNUAL TONNAGES AND COMPOSITION CHART.....	55
EXHIBIT D: PARK FACILITY RECYCLING.....	56
ATTACHMENT A: PROPOSAL CHECKLIST.....	59
ATTACHMENT B: PROPOSAL SUBMITTAL FORM AND AFFIDAVIT OF NON- COLLUSION.....	60
ATTACHMENT C: PROJECT CAPABILITY PLAN FORM.....	62
ATTACHMENT D: PROJECT COMMUNITY VALUES CAPABILITY FORM	63
ATTACHMENT E: PRICING FORMS	64
ATTACHMENT F: VALUE ADDED PLAN.....	85

CITY OF ROSEVILLE
REQUEST FOR PROPOSALS FOR COMPREHENSIVE RECYCLING
SERVICES
TO ALL SINGLE UNIT AND MULTI-UNIT DWELLINGS

1. INTRODUCTION

The City of Roseville, Minnesota seeks to enter into a new recycling contract with a company to provide comprehensive residential recycling services for the City. Those services include collection, processing, marketing, staffing for recycling information at special events, and public education.

Among the goals of the City are to maximize recovery of recyclables from all residents in the City, to market materials so they achieve their highest and best use, to achieve the most cost-effective solution, and to encourage innovation in recycling and waste diversion.

Roseville residents have identified a city-wide goal to be an environmentally healthy community, and residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values expressed by residents include:

- Collection Operations – which includes Clean and quiet; Low impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, Collecting more materials as markets become available, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, multi-unit dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, effective Frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, outreach to low participating communities, outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, reduced carbon footprint, use of Clean Diesel Technology and Natural Gas powered vehicles, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and Material Recovery Facilities (MRF) locations

These evaluation criteria are not presented in any special order. No ranking of these criteria within this RFP is intended or implied.

The RFP defines the service standards and specifications and proposal requirements of the Comprehensive Recycling Program for the City of Roseville.

For the purpose of this RFP, the City of Roseville has identified 9,361 Residential Dwelling Units, defined as single unit dwellings, duplexes, triplexes, four-plexes and townhomes. These units will be serviced as Single unit dwellings (SUD's) as specified herein. The City has identified 6,112 Multi-unit dwellings (MUD's) as detailed in Exhibit B, defined as units in 5 or more unit buildings or mobile home parks. These units will be serviced as multi-units, as specified herein. The City has allowed faith organizations and small businesses that have similar recyclables composition to SUD's, to opt into the recycling program. There are 12 additional locations with a total of 19, 96 gallon carts. The City will allow other organizations and small businesses to opt-in to the recycling program, as long as the composition of materials is similar.

2. CONTRACTOR SELECTION PROCESS AND SCHEDULE

To the best of its ability, the City will use the following process and schedule for its decision-making:

Event	Date/Time
RFP Issued	April 15, 2016
Mandatory Pre-proposal Meeting	April 26, 2016 at 1:00p.m.
Questions Regarding RFP to be Submitted to City	April 29 by 4:00 p.m.
References Submitted to City	April 29 by 4:00 p.m.
Notification of Intent Submitted to City	April 29 by 4:00 p.m.
Answers to Questions Issued to Pre-Proposal Meeting Attendees	May 6 by 4:00 p.m.
Proposals Due to City	May 13 by 4:00 p.m.
Interviews of Finalists	Week of May 30
Tour of designated MRF for RFP	Before June 3, 2016
Council Meeting to Authorize Contract Negotiations	July 11, 2016
Execution of Contract	August 15, 2016 (approximately)

These dates are subject to change as the City deems necessary.

- 2.01.** All contact by prospective Contractors and their agents regarding the City's RFP and procurement decision-making must only be made with the City's designated contact person, Ryan Johnson, until after final execution of a contract for the RFP services. Prospective Contractors are encouraged to contact Mr. Johnson with questions or requests for more information. Contacts made with other City residents, officials or employees may, at the sole discretion of the City, disqualify the Proposer from consideration.
- 2.02.** Contractors are required to attend the pre-proposal meeting at 1:00 p.m. CDT on April 26 at Roseville City Hall. Proposals from Contractors that do not attend the meeting will not be considered.
- 2.03.** Questions, requests for clarification or requests for information about this RFP or process must be submitted no later than 4 p.m. April 29, 2016, in writing (preferably by email) to:
- Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
ryan.johnson@cityofroseville.com

All questions and requests for more information and the City's responses will be summarized in writing and emailed to all parties recorded by the City as having attended the pre-proposal meeting. Responses will be emailed by 4:00 p.m. May 6, 2016

- 2.04.** Contractors interested in responding to this RFP shall notify the City in writing of their interest and submit a list of references no later than 4:00 p.m. CDT, April 29, 2016, in writing (preferably by email) to:
- Ryan Johnson, Environmental Specialist
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
ryan.johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name and title, phone number and email address.

References shall include the name, phone number and email address of a contact person from at least five cities. Proposers may submit up to ten references (See evaluation criteria). References will be asked by the City to complete a survey rating the proposer's service.

- 2.05. All proposals must be sealed and delivered to the Engineering Department Office at City Hall no later than 4:00 p.m. CDT, **May 13, 2016**, to be considered eligible. See Section 10 for details on how to submit a proposal.
- 2.06. The City will form a proposal review committee to review and analyze the details of the qualified submitted proposals (See “Evaluation Criteria” Section of this RFP). Finalists will be invited to interview with the review committee to be held the week of **May 30**. Following the interviews the committee will recommend Proposers with whom to negotiate further to the City Council.
- 2.07. Upon direction from the City Council, City staff will negotiate terms of the agreement with the top-ranked Contractor.
- 2.08. After a draft contract has been negotiated, City staff will present recommended contract to the City Council. The City Council may then award the contract and authorize staff to execute it.
- 2.09. The new recycling contract will commence on January 1, 2017.

3. BACKGROUND AND HISTORY

Roseville has contracted for curbside recycling of single unit dwellings, duplexes, triplexes and four-plexes since July 1987. Once a month collection occurred from July 1987 – July 1988, twice a month collection from August 1988 – December 1998, every other week collection from January 1999 – April 2006, weekly collection from April 2006 – February 2014, and every other week collection has occurred at SUDs after February 2014.

The program began with collection of old newspaper (ONP) and aluminum cans. Over the years commodities have been added to include collection of old magazines (OMG), old corrugated containers (OCC), household office paper and mail, boxboard (OBB), phone books, carrier stock cardboard, aseptic packaging, glass bottles and jars, steel food cans, PET and HDPE plastic bottles, pizza boxes, and clothing and textiles.

In 1999 Roseville switched from source separated recycling to a two-sort system. In 2014 Roseville switched to a Single Stream program that is collected every other week.

Participation rates reported by Contractors were between 56 and 71 percent from 1999 – 2007, between 74 and 82 percent from 2007 – 2012, and between 76 and 93 percent for 2013 & 2014. City-wide recycling tonnages

were fairly constant ranging from 2,900 to 3,300 tons collected annually since the program began.

Multi-unit dwellings were added to the program in 2003. Currently there are 97 buildings with a total of 6,112 units in the program. All new buildings are required to join the program.

4. DEFINITIONS

4.01 Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water or other beverages.

4.02 American Metal Market (AMM)

Industry publication containing prices for secondary scrap metals.

4.03 Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food. (e.g. gable-top milk cartons, juice boxes and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (LDPE), and aluminum.

4.04 Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

4.05 City's designated contact person

The City has designated Environmental Specialist Ryan Johnson as the City's sole point of contact for prospective Contractors.

4.06 City-designated recyclables, or Recyclable materials, or Recyclables

The following recyclable materials: bottles and cans including aluminum cans; clean aluminum foil; steel cans; glass food and beverage jars and bottles; plastic food and beverage bottles and containers, pails, and trays with any of the resin identification codes #1-#7 (excluding black plastic & Styrofoam); aseptic packaging, paper products including newspapers; magazines; boxboard; phone books; household office paper and mail; carrier stock cardboard; and corrugated cardboard (including boxes for delivery and take out pizzas); and clothes and linens as defined herein this RFP. The City encourages the Contractor to explore markets for additional types of recyclable material. Materials may be added to this list as part of Contractors proposal or by mutual written agreement between the City and the Contractor.

4.07 Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, shoes and boots that are dry, clean and free of mold, mildew and excessive stains.

4.08 Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

4.09 Commodity

Any individual material, including specific industrial grade, as defined by this Agreement.

4.10 Contractor

The City's recycling service Contractor under the new contract beginning operation on January 1, 2017.

4.11 Corrugated cardboard (OCC)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or, wax.

4.12 Curbside

The area of public right of way between the property line and the curb or edge of the street, but not on the street.

4.13 Curbside recycling carts

Wheeled carts used as part of a single-stream collection system. If the Contractor owns the carts, carts shall be consistent in colors and design with a recycling symbol that is at least 4" tall on two sides and approved instruction label on each lid, so as to be easily identified by the resident/customer and the Contractor Driver as the container for recyclable materials collection.

4.14 Curbside recycling service

The recycling collection services, specified in this RFP and the subsequent contract, serving customers with recycling pickup at the curb or alley at their residence.

4.15 Glass jars and bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

4.16 HDPE - Colored

Plastic bottles and thermoforms made from high density polyethylene resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

4.17 HDPE – Natural

Plastic bottles and thermoforms made from high density polyethylene resin without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

4.18 Holidays

Days on which Recycling service is deferred one calendar day, including January 1, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

4.19 Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

4.20 Markets

Any person or company that buys (or charges) for recycling of specified materials and may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.

4.21 Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local or other jurisdictions.

4.22 Multi-unit dwellings (MUD)

A building or a portion thereof containing five or more dwelling units.

4.23 Multi-unit dwelling (MUD) recycling containers

Recycling containers used for multi-unit dwellings (MUD's) including any bin, cart, dumpster or other receptacle for temporary storage and collection of designated recyclables from residents in MUDs prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to recyclables included, and colored differently from other containers for mixed solid waste or trash.

4.24 Multi-unit dwelling (MUD) recycling service

Recycling collection service, together with related public education and other customer services, provided to MUD residents that utilize MUD recycling containers as specified in 4.23 and use MUD recycling stations as specified in 4.25.

4.25 Multi-unit dwelling (MUD) recycling stations

The location of MUD recycling containers will be designated by the City with agreement of the recycling Contractor and the MUD building owner. MUD recycling stations will likely be a cluster of recycling carts and/or recycling dumpsters.

4.26 Non targeted materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include, but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

4.27 Official Board Markets (OBM)

Industry publication containing prices for secondary fiber or recovered paper in the form of the OBM "Yellow Sheet."

4.28 Organics

Residential organic materials derived from plant and animal matter including food waste and non-recyclable paper that is collected for composting.

4.29 Paper

Paper includes the following: newspapers including inserts (ONP); household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard (OCC) including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs (OMG).

4.30 Participation Rate

The number of single unit dwellings (SUDs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible SUDs in the City.

4.31 Plastic containers

Rigid plastic containers; lids; and toy and electronic packaging – excluding black plastic, with a resin identification code of: #1 (PET, PETE); #2 (HDPE); #3 (PVC); #4 (LDPE); #5 (PP); #6 (PS) excluding Styrofoam; or #7 (other).

4.32 PET

Plastic bottles made from polyethylene terephthalate (e.g. soft drink, water and other bottles).

4.33 Process residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants, sorted tailings,

floor sweepings and rejects from specific processing equipment (e.g. materials cleaned from screens, etc). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low-value because of depressed market demand conditions.

4.34 Processing

The sorting, volume reduction, baling, containment or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

4.35 Processing Fee

Agreed upon unit fee allocated towards Contractor's cost of processing recyclables.

4.36 Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

4.37 Set-Out Rate

The number of single unit dwellings (SUD's) that set out recyclable material each week as a percentage of the number of eligible SUDs in the City.

4.38 Single Unit Dwelling (SUD)

A building containing up to four (4) dwelling units.

4.39 Steel cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

4.40 Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop or other designated location to collect recyclable material. The driver returns the bins/carts to the same location.

4.41 Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items.

4.42 Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring recyclable or compostable packaging and products, and recycling or composting those materials.

5 GENERAL REQUIREMENTS FOR ALL COLLECTIONS

5.01. Service Requirements

The Contractor shall provide comprehensive recycling services described herein and as described in the Proposal. Collection shall occur bi-weekly on the day of the week designated in Exhibit A “Recycling Collection Zones” map. Contractor may submit an alternate bid for weekly collection.

5.02. Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor’s name and telephone number. In addition, all Collection vehicles used in performance of the Contract shall:

- Be duly licensed and inspected by the State of Minnesota;
- Operate within the weight allowed by Federal and Minnesota Statutes and local road weight limits;
- Be Minnesota Department of Transportation (DOT)-compliant at all times;
- Be leak-proof; and,
- Be kept clean and as free from offensive odors as possible.

Each Collection vehicle shall be equipped with the following:

1. Two-way communications device
2. First aid kit
3. All safety equipment required by Federal, State of Minnesota, and local governing bodies; including federal and state Departments of Transportation
4. Universal Spill Kits, or other appropriate equipment for cleaning up spills and/or leaks
5. Receptacle for driver’s cigarette or cigar butts, tobacco ashes and chewing tobacco residue.

5.03. Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Agreement. The Contractor will provide a Route Supervisor to oversee the recycling route drivers servicing the City. The Route Supervisor will be available to address customer complaints by cell phone or voice mail at minimum 6 hours per day. The Contractor shall have on duty Monday through Friday from 7:00 a.m. to 5:00 p.m. a dispatch customer service representative to receive customer calls and route issues. The Contractor shall provide a 24 hour answering service line or device to receive customer calls. The Route Supervisor and all

collection vehicles must be equipped with 2-way communication devices.

The Contractor shall certify that each employees of the Contractor that will be performing work in the city shall have been found free of offenses of felony, gross misdemeanor or misdemeanor punishable by jail. The certification shall be approved by the Roseville Police Department.

Contractor's personnel will be trained both in program operations and in customer service and Contractor shall insure that all personnel maintain a courteous and positive attitude with the public and in the work place.

Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including, but not limited to, the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive or foul language.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the Federal, State of Minnesota, and local governing bodies, including federal and state Departments of Transportation.
3. Be clean and presentable in appearance, as so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe and considerate manner.
6. Manage containers in a careful manner, by picking them up, emptying their contents into the collection vehicle, and placing – not throwing or sliding – the container back in its curbside location so as to avoid spillage and littering or damage to the container.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

5.04. Recycling Containers

Contractor must submit proposals for options in which the Contractor owns the carts **and** in which the City owns the carts. Please see Attachment E.

The standard cart approximate dimensions shall be:
36-gallon cart 36" height x 18.5" wide x 23.5" deep
64-gallon cart 39" height x 25" wide x 31" deep
96-gallon cart 41" height x 30" wide x 36" deep

If the Contractor owns the carts, cart surface shall be smooth for ease in cleaning. Carts shall be consistent in colors and design with a recycling symbol that is at least 4" tall on two sides and approved lid, so as to be easily identified by the resident/customer and the Contractor Driver as the container for recyclable materials collection. The City shall approve the cart, color and labeling prior to manufacture.

The Driver is required to record and report to Contractor Dispatch the location of any cart that is damaged and that cart shall be repaired or replaced by the Contractor or designated subcontractor within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

Multi-unit dwellings (Option One Contractor-Owned Carts)

The Contractor or designated subcontractor shall purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute 96-gallon carts (and cardboard dumpsters where requested) for all multi-unit dwellings as specified in definition 4.22 in sufficient quantity to adequately contain the materials between weekly collections, to be placed in recycling stations as specified in definition 4.25. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Ongoing cart distribution shall be done on a weekly basis.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Multi-unit buildings can also be serviced by using single sort dumpsters, or another appropriately sized receptacle to contain the recycling materials. It will be the responsibility of the Contractor or designated subcontractor to purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute the appropriate sized receptacles.

Multi-unit dwellings (Option Two City-Owned Carts)

The City shall procure 96-gallon carts for use in the single stream collection program. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory that will be purchased by the City. The Contractor shall service and repair carts to meet supply and demand needs for the entire term of the contract. The Contractor or designated subcontractor shall ship, assemble, deliver, store/inventory, maintain and distribute the carts (and Contractor owned cardboard dumpsters where requested) for all multi-unit dwellings in sufficient quantity to adequately contain the materials between weekly collections, to be placed in recycling stations as specified in definition 4.25. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Damaged carts shall be repaired or replaced within two business days.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Multi-unit buildings can also be serviced by using single sort dumpsters, or another appropriately sized receptacle to contain the recycling materials. It will be the responsibility of the Contractor or designated subcontractor to purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute the appropriate sized receptacles.

Curbside Single Stream (Option One Contractor-Owned Carts)

The Contractor or designated subcontractor shall purchase, own, ship, assemble, deliver, store/inventory, maintain and distribute 64-gallon carts. The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Ongoing cart distribution shall be done on a weekly basis.

The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory for both the initial cart rollout and ongoing cart replacements (e.g. new customers, service changes, replacement of damaged carts, etc.) during the term of the contract. Damaged carts shall be repaired or replaced within two business days.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Thirty-two and ninety-six gallon carts of similar design shall be provided to residents who request a different level of service. Additional carts will be provided at no extra charge to residents who request them.

Curbside Single Stream (Option Two City-Owned Carts)

The Contractor or designated subcontractor shall work with the City to procure 64-gallon carts for use in the single stream collection program. The carts will become the property of the City of Roseville at the end of the contract period for use in the next contract cycle.

The Contractor or designated subcontractor will maintain a sufficient new and replacement cart inventory that will be purchased by the City. Damaged carts shall be repaired or replaced within two business days.

Proposers must clearly specify their proposed single-sort cart manufacturer.

Thirty-two and ninety-six gallon carts of similar design shall be provided to residents who request a different level of service. Additional carts will be provided at no extra charge to residents who request them.

The cart manufacturer selected by the City under a separate procurement process shall be responsible for preparing a comprehensive cart rollout plan and schedule for the initial cart distribution. This cart roll-out plan shall include:

1. Final cart, label and logo specifications (including details of cart color, lid color, and draft content of any label instructions) to be proposed by the Contractor and approved by the City.
2. Cart order quantity (including specified overage to have in stock as excess inventory).
3. Contractor's plan for cart roll-out to customers, including start and end dates.

The Contractor will work with the City to create the educational materials for distribution to customers.

At a minimum, the educational materials must have the following items:

1. Single stream system instructional brochure for customers.

2. Single stream system instructions (text and images) for the City's website and newsletters.

Cart rollout, or an approved cart rollout plan, shall be completed by the Contractor, no later than December 30, 2016. The Contractor shall provide initial distribution of single stream carts to customers, whether carts are owned by the City or the Contractor.

5.05. Collection

Multi-unit dwellings

Contractor shall empty all acceptable materials from inside the containers and acceptable materials that may be set adjacent to the containers. After emptying the containers, the Contractor shall return the containers to their appropriate locations.

Multi-unit dwellings shall receive service once a week unless a different service frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week multi-unit dwellings shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street. The Contractor shall collect from each participation household all acceptable materials. The Driver is required to place the emptied cart back down in the same curbside location as set by the resident. In no case is the cart to be left in the street.

Walk-up service shall be provided at no additional charge for all customers who request it. The City will compile a list of seniors, disabled and/or special needs residents who request such service.

The Contractor must, at least once per quarter, or as agreed upon by the City and the Contractor, conduct curbside recycling cart checks. Geographic regions for cart checks must rotate between each recycling zone. The Contractor shall audit the contents by visually inspecting the material of carts from at least 25 households and leave education tags if any Non-Targeted Materials are found in the carts. A log shall be kept of all resident addresses where education tags were left and the addresses shall be included in the annual report to the City.

Zero Waste Events

Roseville holds four Zero Waste events each year at which organic material is collected for composting:

- Earth Day Celebration, 3rd Saturday in April
- Taste of Rosefest, 4th Thursday in June
- Run for the Roses, 4th Saturday in June
- Wild Rice Festival, 2nd Saturday in September

The contractor shall be responsible for attending the events to staff and monitor the zero waste collection stations, and educate residents. The contractor will also be responsible for educating any vendors, prior to the event date, that attend and hand out, sell, etc., any goods or services. All material (organic, recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing, or disposal. Organics shall be disposed of at a permitted organics composting facility. The Contractor shall provide a report to the City after the event highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event, and any other successes/opportunities that were identified.

As part of their Value Added Plan, Proposers are encouraged to describe their experience conducting Zero Waste events.

Curbside Collection of Residential Organics

The City may consider the option to offer curbside organics (food waste and non-recyclable paper) collection during the term of the agreement. Proposers should address in their Value Added Plan, including cost and collection method, a proposal for curbside collection of organics. The City retains the rights to initiate negotiations with the Contractor to implement curbside organics collection.

Opt-in Program

The City allows small businesses and faith organizations to opt-in to the City's recycling program through an application process. To opt-in, organizations and businesses need to send in an application to the City, have a similar composition to a single unit dwelling (SUD), and be able to recycle materials in a 96 gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to contractor. The contractor is then responsible to drop of the cart(s) and start collection on the next scheduled service date.

Procedure for Unacceptable Recyclables

If Contractor determines that a resident has set out unacceptable recyclables, the driver shall use the following procedures:

Curbside

Contractor shall leave the unacceptable recyclables and leave an “education tag” indicating acceptable materials and the proper method of preparation (**Note: a copy of the tag is to be included with the proposal**).

If the unacceptable recyclables have been tipped into the collection truck, the driver shall record the address of the stop. The Contractor shall send a letter to the resident noting the unacceptable recyclables and providing information on what are accepted recyclables. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses to the City Recycling Coordinator at the end of each month (**Note: a copy of the form is to be included with the proposal**).

Upon request, the City Recycling Coordinator will undertake efforts to educate the resident or owner regarding proper materials preparation.

Multi-unit dwellings

Contaminated carts or dumpsters of material will not be collected and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by phone that the material was left and the reason that the material was unacceptable. It will be the responsibility of the Contractor to obtain cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced.

5.06. City’s annual recycling public education flyer

The Contractor will be responsible for providing an annual public education flyer to be sent to all residents that contains the following recycling information:

- List of materials to be included for recycling
- List of materials excluded that cannot be recycled in the City’s program
- How to prepare materials
- How to receive additional information about the program
- Annual calendar of curbside recycling districts

The flyer shall be delivered to homes no later than January 31 of each year.

5.07. City Retains Right to Specify Resident Preparation Instructions

The Contractor shall agree that it is the City's sole right to clearly specify the resident sorting and setout requirements. Such information shall be included in the annual public education flyer as detailed in 5.06.

5.08. Collection Zones

By Ordinance the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling as detailed in Exhibit A. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in Exhibit B.

5.09. Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7 a.m. and are completed by 6:00 p.m. on the scheduled collection day.

Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of recyclables will not be completed by 6:00 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4:00 p.m., and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

5.10. Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations. Any unacceptable materials left behind should be secured within resident's recycling container, if provided. Driver shall take all precautions possible to prevent littering of acceptable and unacceptable recyclables.

Contractor shall immediately clean up any spills or leaks from equipment, and will follow proper reporting. **All** spills must be reported to the City, and spills over 5 gallons must also be reported to the MPCA Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

5.11. Missed & Partial Dump Collection Policy & Procedures

Contractor shall have a duty to pick up missed & partially dumped collections. Contractor agrees to pick up all missed & partially dumped collections on the same day that the Contractor receives notice of a missed collection, provided notice is received by Contractor before 11:00 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11:00 a.m. on a business day, Contractor agrees to pick up that missed or partially dumped collection before 6:00 p.m. on the business day immediately following.

Contractor shall provide staffing of a local telephone-equipped office with specific knowledge of the City's contract to receive missed & partially dumped collection complaints between the hours of 7:00 a.m.-5:00 p.m. on weekdays, except holidays, and on Saturdays during weeks in which a holiday has delayed pickup in the Friday zone until Saturday. The Contractor shall have an answering machine or voice mail system activated to receive phone calls after hours. Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report.

5.12. Severe Weather

Recycling collections may be postponed due to severe weather at the sole discretion of the Public Works Director. "*Severe Weather*" shall include, but shall not be limited to, those cases where the temperature at 6:00 a.m. is -20 degrees F or colder. Upon postponement, Collector shall immediately notify the City, put notice on the Contractor's website, alert the news media and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification and any other means identified by the City. Collection will be made the following business day.

5.13. Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver's identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each

loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the contractor for at least three years in the event of an audit by the City or County.

5.14. Ownership

Ownership of the recyclables shall remain with the person placing them for collection until Contractor's personnel physically touches the recyclables for collection, at which time ownership shall transfer to the Contractor.

5.15. Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a Single Unit Dwelling or the owner or manager of a multi-unit dwelling Complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville's Police dispatch at 651-767-0640.

5.16. Utilities

The Contractor shall be obligated to protect all public and private utilities whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed contract, he/she shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made and the cost of doing so shall be deducted from payment to be made to the Contractor.

5.17. Damage To Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Agreement. The Contractor shall repair or replace any private or public property, including, but not limited to sod, mailboxes, or recycling bins/carts, which are damaged by the Contractor. Such property damage shall be addressed for repair or replacement, at no charge to the property owner, within 48 hours with property of the same or equivalent value at the time of the damage.

If the Contractor fails to address the repair or replacement damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

5.18. Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting recyclables. The Contractor agrees not to make any claim for compensations against a City for such interference. The City of Roseville shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

5.19 Municipal Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. City Hall – 2660 Civic Center Drive
2. Roseville Skating Center – 2661 Civic Center Drive
3. Public Works Maintenance Facility – 1140 Woodhill Drive
4. Fire Station One – 2701 Lexington Avenue
5. Cedarholm Golf Course – 2395 Hamline Avenue
6. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street
7. Other mutually agreed upon City facilities.

Contractor will provide on-call recycling service to:

1. License Center – 2737 Lexington Avenue
2. Fire Station Two – 2501 Fairview Avenue (currently not in service)

City Park Recycling

Contractor shall provide a proposal for recycling services in City Parks. The proposal should include servicing carts on a \$ per pull basis that are adjacent to parking lots, adjacent to buildings (< 25' from parking lot), and on trails/pathways. The contractor should also provide a recommended schedule for servicing the parks, and include a removal and placement plan of carts in the spring and fall. The Recycling Coordinator will inform the contractor on scheduling the servicing, dates for removal and placement of the carts.

Exhibit D is the list of parks and number of carts that will need servicing either weekly, or every other week.

Contractor will provide carts, dumpster, or other mutually agreed upon containers to facilitate Municipal Facility recycling service.

6. ANNUAL REPORTING AND PROMOTIONAL ACTIVITIES

6.01. Monthly and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons)
2. Net amounts of materials marketed, by recyclable material (in tons)
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons)
4. The markets generally used for the sale of recyclables
5. Amounts of process residuals disposed (in tons)
6. Revenue share credits back to the City (if any)
7. Total number of stops
8. End Market Certification as specified in 7.06
9. Monthly reports shall be due to the City by the 15th day of each month

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education, multi-unit recycling, etc.). **Examples of monthly and annual reports shall be included with the Contractor's proposal.**

6.02. Customer Relations Report

Monthly the Contractor shall provide the City with

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pick ups, and partial dumps, reported to the Contractor.

6.03. Annual Report to Multi-unit dwellings (MUD) Owners

The City's Contractor shall provide an annual report by January 31 of each year to the MUD owners served by the City's contractor. A copy of each report to the MUD owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager and contact information (mailing address, phone numbers, e-mail, etc.)
2. Street address of each MUD served.
3. Number of dwelling units for each MUD.
4. Description of collection services made available to occupants, including number of MUD recycling stations, number of MUD recycling containers, location of stations and dates of collection.
5. Description of public education tools used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

An example of the Contractor's annual report to MUD building owners shall be included with the proposal.

6.04 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but not limited to):

- Review Contractor's annual report, including trends in recovery rate and participation.
- Efforts the Contractor has made to expand recyclable markets.
- Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- Review staff and Committee recommendations for improving Contractor's service.
- Discuss other opportunities for improvement with the remaining years under the current contract.
- Discuss actions Contractor is taking to reduce its carbon footprint.

6.05. Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions. Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing and mailing of at least 9,361 copies of a curbside program flyer. The Contractor will provide a PDF or other mutually agreed upon electronic format version of the flyer, and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes, and City, no later than January 31 of each year.

The Contractor will be required to provide annually a one-page multi-unit dwelling complex recycling flyer to multi-unit dwelling owners, landlords or other designated contact person in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for multi-unit dwelling owners, landlords or other designated contact person to post in common areas.

The Contractor must be able to provide public education material in languages other than English (e.g., Spanish, Hmong, Somali, Karen, etc.). The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the contract the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City. Proposers shall describe their experience in providing Collection services and Zero Waste services at community events and what, if any, Collection opportunities could be provided at Roseville community events or City-sponsored events, and whether there would be a cost associated with the service.

In addition, proposers are encouraged to specify other public education tools that they will provide (e.g., recycling education materials targeted for a specific neighborhood, targeting a specific material type, etc.).

As part of this proposal, proposers shall provide examples of public education materials they have developed for other municipalities.

6.06. City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month before printing and release of any such literature.

6.07. Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling program. These initiatives may include (but is not limited to) expansion of materials collected, voluntary expansion to businesses, effective education of residents - with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year. (see also Sections 6.08 and 6.09)

6.08. Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically the City seeks to engage immigrant communities, and encourages the Contractor to provide translated materials for education. Contractor's prior experience with outreach such as this should be identified in the Value Added Plan.

6.09. Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format. Contractor's prior experience with outreach such as this should be identified in the Value Added Plan.

7. MATERIALS PROCESSING AND MARKETING

7.01. Processing Facilities Must Be Specified

It is intended that all recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Upper Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City material collected. **The proposals must clearly specify the location(s) of its materials recovery facility (MRF), or subcontractor's facility, where material collected from the City will be delivered and / or processed, and a copy of the Contractor's written agreement with the MRF.** The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing recyclables collected from the City.

Proposers shall arrange a tour of the designated MRF for the RFP review committee. The tour shall occur before June 3, 2016.

Upon collection, the City's Contractor shall deliver the collected recyclables to a recyclable material recovery facility (MRF), an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all recyclables collected in the City are not landfilled or incinerated except for process residuals as designated in 4.34 or with written authorization from the City and the Minnesota Pollution Control Agency.

7.02 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources, and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.

- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the disagreement shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and decide said question within 60 days following agreement by the arbitrators to serve on the panel. The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue pending outcome of arbitration.

7.03. Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include: (1) percent by weight of each recyclable commodity by grade as collected from the City; (2) relative change compared to the previous year's composition; and (3) a description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year and a copy of the analysis provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

As part of this proposal, proposers shall provide their methodology for estimating Materials Composition.

7.04. Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in 4.33, derived from the City's recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be

updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

7.05. Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

7.06. End Market Certification

The Contractor shall provide in its Proposal and by January 31 of each year through the term of the contract written certification to the City that all recyclable commodities identified are indeed recycled and not disposed. Such written certification shall identify *all* end markets manufacturers or processors used for each of the recyclable commodities. The Contractor shall attach written certification from each end market and a list of products manufactured using the recyclable materials collected from the City. The Contractor shall specify the percentage of each material collected that goes to each end market. Contractor must request in writing if it wishes to have the certification be considered proprietary information.

8. PAYMENT AND PENALTIES

8.01. Term of Contract

The term of the new recycling contract will be a period of three years from January 1, 2017 through December 31, 2019 or a period of 5 years from January 1, 2017 through December 31, 2021. The City is requesting that Contractors provide pricing for both options, and also provide an option for two extensions, each for one year.

8.02. Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as described in the proposal, and made part of an executed contract, based on the number of units certified by the City. For 2017 the City certifies that there are 9,361 curbside units that will receive service (see Attachment C). By December 1 of each year the City will review the number of certified units and notify Contractor of any changes.

Contractor shall submit itemized bills for recycling collection services provided to the City on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

The Contractor shall submit the monthly documentation and reports as detailed 6.01, 6.02 and 7.03 with the monthly bill. Payment to the Contractor will not be released unless the required paperwork is included in the monthly bill or submitted separately according to the deadlines as specified in 6.01.

8.03 Multi-unit dwellings Billing

Contractor will send an itemized bill for the number of pulls designated to receive service that month. For 2017, the City has identified 6,112 multi-unit dwellings at 94 locations. City will designate new or additional buildings to receive service with 30 days notice to Contractor.

8.04. Revenue Sharing

All qualified proposals shall state explicitly if the Contractor elects to participate in revenue sharing with the City. If the City awards the contract to a Contractor that elected to propose revenue sharing, and if the final contract negotiated includes revenue sharing, the Contractor shall, on a quarterly basis, rebate an amount to the City based on a mutually agreed upon formula.

If the sale of the material does not generate sufficient revenue to cover processing costs, the revenue share will be zero. The City shall not be responsible for covering processing costs if the sale of the material does not generate sufficient revenue to cover processing costs.

The City initiated revenue sharing outline for purposes of this RFP consists of per ton payment based on the following formulae:

A. All paper grades collected from the City based on the published index less the proposed paper processing cost per ton.

The published index used shall be:

- The Official Board Markets (OBM) Yellow Sheet, Chicago region for Old Newspapers (ONP) # 8, high side of range.
- The Official Board Markets (OBM) Yellow Sheet, Chicago region for OCC #11, high side of range.
- The Official Board Markets (OBM) Yellow Sheet, Chicago region for Mixed Paper #1, high side of range, old magazines (OMG), Boxboard, and Carrier Stock.

B. Aluminum collected from the City based on the published index less the proposed aluminum processing cost per ton.

The published index used shall be the American Metal Market (AMM), Aluminum (1st issue of the month), high side nonferrous scrap prices: scrap metals, domestic aluminum producers, buying prices for processed used aluminum cans in carload lots, f.o.b. shipping point, used beverage can scrap.

C. Each: clear glass, brown glass and green/blue glass collected from the City based on the market price less the proposed glass processing cost per ton. The market price used shall be the price paid by Anchor Glass Corporation's Shakopee, Minnesota plant, or a designated glass processing facility. Glass composition is assumed to be: Flint 30%, Amber 21%, Green 26% and Mixed 14%.

D. Steel collected from the City based on the published index less the proposed steel processing cost per ton. The published index used shall be the American Metal Market (AMM), Steel (1st issue of the month), high side ferrous scrap prices.

E. Plastic Bottles: PET, HDPE-natural, HDPE-colored collected from the City based on the published index less the proposed plastic processing cost per ton. The published index used shall be the Waste News, Chicago Region (1st issue of the month).

F. Other Plastic: plastic food and beverage containers, pails, and trays with any of the resin identification codes #1-#5 (excluding PET and HDPE bottles) collected from the City based on the published index less the proposed plastic

processing cost per ton. The published index used shall be www.SecondaryMaterialsPricing.com.

G. Aseptic Cartons based on the published index less the proposed containers processing cost per ton. The published index used shall be www.SecondaryMaterialsPricing.com.

H. Clothes, linens and rags collected from the City based on the market price less the proposed processing cost per ton. The market price used shall be the price paid by USAgain or other designated clothing recycler.

Proposers must state on the price worksheet what percent of each index/market price will be used for the gross revenue and the proposed processing cost per ton for each commodity.

If a revenue sharing component is offered (i.e., greater than zero percent) for any commodity, each month the Contractor shall provide, together with the monthly rebate to the City, adequate documentation of the corresponding monthly estimate of tons of all corresponding commodities collected from the City even in the case where the City were to receive no rebate for the month. Also, the Contractor shall provide copies of the referenced market indexes with each monthly statement. The Proposers shall provide a detailed explanation of how they will calculate the tonnage estimates in conjunction with the required composition analysis in 7.03.

Each proposal scenario must contain a percent revenue share offer for all commodities as described immediately above. Proposers may offer from zero percent to 100 percent revenue share.

The City or the Contractor may propose other revenue sharing commodities and corresponding proposed pricing formulae, at any time during the duration of the contract. The parties shall enter into negotiations in good faith and any new revenue sharing agreement shall be reduced to writing in the form of an amendment to the contract.

8.05. Performance Penalties

The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as performance penalties for failure of the Contractor to fulfill its obligations.

The following acts or omissions shall be considered a breach of the Agreement:

- a) **Missed Curbside Collection: \$50.00 per miss**
For each missed collection above two misses per collection day, to be assessed at the end of each collection month. A missed collection would be defined as a report by a resident that their material was out by 7:00 a.m. and the address did not appear on the Contractor's conveyance sheet as a "Late Set Out".. Also included in Missed Curbside Collection are Partial Dumps. Partial Dumps would be defined as a report by a resident that their recycling cart was not fully emptied, and the recyclables were not over-packed into the cart.
- b) **Missed Walk Up Collection: \$50.00 per miss**
Missed collection address above two misses at that address in any four consecutive collection weeks.
- c) **Missed Multi-Unit Dwelling Complex Collection: \$100.00 per miss**
- d) **Partial Dumps: \$50.00 per miss**
Partial Dumps would be defined as a report by a resident that their recycling cart was not fully emptied, and the recyclables were not over-packed into the cart.
- e) **Throwing or Dropping Carts: \$50.00 per incident**
For each witnessed report of a driver throwing rather than placing, the curbside recycling container or deliberately dropping the container when the bottom of the container is more than four feet above the ground.
- f) **Failure to Collect Material on a Block: \$500.00 per incident**
For each incident of the Contractor failing to pick up material on a block. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7:00 a.m., the material was not picked up, the recyclables were properly sorted, and the addresses did not appear on the Contractor's conveyance sheets as "Late Set Outs."
- g) **Failure to Collect an Entire Zone: \$1,000 per incident**
For each incident of failure to complete collection of a collection zone on its designated day as defined in Exhibit A when the Contractor has not received an extension of

collection hours from the Recycling Coordinator or designated alternate.

- h) Failure to Complete a Majority (50%) of the Collection District: \$2,500 for each incident.**
- i) Failure of the Contractor to immediately, or within 6 hours maximum, clean up a spill or material spilled by Contractor within six (6) hours of an incident: \$250 each incident PLUS any additional costs accrued by the City to ensure proper MS4 compliance.**
- j) Failure to leave an education tag when non-recyclable material or material that is inappropriately prepared according to specifications in Item 5.08 is not collected: \$100 each incident**
- k) Failure or neglect to collect recycling from a missed pickup location according to specifications in 5.11: \$250 each incident**
- l) Distributing recycling carts without recycling symbols or labels that include text and graphics depicting what materials may be placed in the carts, and not replacing torn, dirty, unreadable labels: \$100 each incident**
- m) Failure to maintain recycling carts in proper working order as specified in 5.05: \$100 each incident**
- n) Failure to provide a complete monthly report as specified in 6.01 and 6.02. : \$250 each incident**
- o) Failure to return cart to curbside location: \$100 each incident**
- p) Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container as specified in 5.02, or not following general no smoking rules: \$50 each incident**
- q) Failure to collect recyclables according to specifications in 5.05 and 5.08: \$250 for each incident.**

The Contractor shall be liable for performance penalties in the amount(s) upon determination of the City of Roseville that performance has not occurred consistent with the provisions of the

contract. The City shall notify Contractor in writing or electronically of each act or omission in this Agreement reported to or discovered by the City. It shall be the duty of Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint.

The City may deduct the full amount of any damages from any payment due to the Contractor. The remedies available to the City under this paragraph shall be in addition to all other remedies which the City may have under law or at equity.

8.06. Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

9. INSURANCE AND OTHER LEGAL REQUIREMENTS

9.01. Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the contract and shall remain continuously in force for the duration of the contract.

Contractor shall provide a Certificate of Insurance as proof of general liability coverage for bodily injury or death in the amount specified by state law.

The Certificate of Insurance shall name the City as an additional insured, and state that the Contractor's coverage shall be the primary coverage in the event of a loss.

The Contractor shall also provide a Certificate of Vehicle Liability Insurance in the amount of at least \$1,000,000.

The Contractor shall further provide a Certificate of Professional Liability Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Contractor or its sub-contractors and 2) the negligence or failure to render a professional service by the Contractor or its sub-contractors. The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work. Acceptance of the

insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the Contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate.

Contractor agrees that it shall obtain and maintain environmental liability insurance in compliance with local, state and federal regulations for all matters related to in this recycling services agreement. Contractor shall add the City as an additional insured under said insurance policy(s). The policy coverage shall include Environmental Impairment Liability. Contractor shall provide the City with appropriate documentation of said environmental liability insurance for verification upon written request from the City. Contractor further indemnifies the City, its employees, agents and licensees from all liability related to hazardous contamination/pollution resulting from the acts of the City, its employees or agents.

A 30-day written notice is required if the policy is canceled, not renewed or materially changed.

The Contractor shall require any of its subcontractors, if subcontracting is allowable under this contract, to comply with these provisions.

9.02. Workers Compensation

The Contractor shall provide evidence of Workers Compensation insurance covering all employees of the Contractor and subcontractors engaged in the performance of the Contract, in accordance with the Minnesota Workers Compensation Law.

9.03. Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation or safety violations and standard operating procedures documents.

9.04. Equal Opportunity

During the performance of the executed contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41CFR, Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to insure that applicants for employment are qualified, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this contract, this contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

9.05. Compliance with Laws & Regulations

In providing services hereunder and in the executed contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed contract.

9.06. Governing Law

The laws of the State of Minnesota shall govern all interpretations of this contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

9.07. Waiver

Any waiver by either party of a breach of any provisions of the executed contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

9.08. Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

9.09. Severability

The provisions of the executed contract are severable. If any portion hereof and in the executed contract is, for any reason, held by a court of competent jurisdiction, to be contrary to law, such decision shall not affect the remaining provisions of the same contract.

9.10. Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this contract

9.11. Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this contract for a period of three years after the resolution of all audit findings. Records for non-expendable property acquired with funds under this contract shall be retained for three years after final disposition of such property.

9.12. Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests.

The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws. All Proposals shall be treated as non-public information until a contract is signed by the City and the Contractor. At that time the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minn. Stat. C. 13.

9.13. Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this agreement shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future contract shall not be made available by the Contractor to any other person or party without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and report prepared by the Contractor shall become the property of the City upon termination of the City's contract with the Contractor.

9.14. Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

9.15. Transfer of Interest

The Contractor shall not assign any interest in the contract, and shall not transfer any interest in the contract, either by assignment or novation, without the prior written approval of the City. The

Contractor shall not subcontract any services under this contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate contract termination for cause.

9.16. Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said agreement without prior written approval from the City. In the event Contractor, its successors or assigns files for Bankruptcy as provided by federal law, this agreement shall be immediately deemed null and void relieving all parties of their contract rights and obligations.

9.17. Indemnification

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from malfeasance, misfeasance, negligence or an act or omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

9.18. Performance & Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal ("*equal*" may include a Letter of Credit from a banking institution approved by the City). This agreement shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a

payment bond, in the above amounts to cover the period of extension or renewal.

9.19. Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed contract or the proceeds thereof. Violation of this provision shall cause the executed contract to be null and void and the Contractor will forfeit any payments to be made under the executed Contract.

9.20. Entire Contract

The executed contract supersedes all verbal agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of the executed contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

9.21. Contract Conditions

- a) The City reserves the right to waive minor irregularities in the proposal documents and to reject any or all proposals. The City reserves the right to enter into a contract with a contractor who does not submit the lowest cost proposal.
- b) The Bond and Certificate of Insurance shall be provided when the contract is executed.
- c) No proposal can be withdrawn after three (3) days after the date for submission of proposals.
- d) The Contractor shall review and return signed copies of the contract within 30 days of receipt of the contract.

10. SUBMITTING PROPOSALS

10.01. Proposals May Be Rejected in Whole or Part

The City of Roseville reserves the right, at its sole discretion, to:

- Reject any or all proposals;
- Reject parts of proposals;
- Negotiate modifications of proposals submitted;

- Accept part or all of the proposals on the basis of consideration(s) other than proceeds or cost; and
- Negotiate specific work elements with the preferred Contractor into a contract of lesser or greater expense than described in this RFP or the respondent's reply.

10.02. Contractors May Team with Other Companies

It is recognized that some prospective haulers may wish to subcontract with other companies for processing services. This may be allowed as needed, but all such Contractor-subcontractor relationships must be explicitly described in each proposal scenario. The City will contract with only one primary Contractor for the recycling services.

Multiple Contractors may team up with other complementary hauling or recycling companies provided there is no collusion. A company may be listed as a part of more than one team as long as this company submits a written certification that no collusion occurred between competing proposals.

10.03. RFP and Proposal to Become Part of Final Contract

The contents of this RFP, the successful proposal, and any written clarifications or modifications to the contents thereof submitted by the successful Contractor and approved by the City in writing shall become part of the contractual obligations and be incorporated by reference into the ensuing contract. If any provision of the contract RFP or proposal is in conflict, the contract takes precedence over the RFP, and the RFP takes precedence over the proposal.

10.04. Notification of Intent

Prospective Contractors interested in responding to this RFP shall notify the City in writing of their interest and submit a list of references by 4:00 p.m. CDT, April 29, 2016, in writing (preferably by email) to:

Ryan Johnson
Engineering Department
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
ryan.johnson@cityofroseville.com

Notifications shall include the vendor's name and address, as well as a contact person's name and title, phone number and email address.

References shall include the name, phone number and email address of a contact person from at least five cities. Proposers may submit up to ten references. References will be asked to complete an evaluation form in which they rate the proposer's service. Ratings will be compiled to create an average score that will be included in the overall scoring evaluation.

It is the responsibility of the vendor to ensure their Notification of Intent and References are received by the City.

10.05. How to Submit Proposals

Proposal shall be submitted to the Engineering Department Office at City Hall no later than 4:00 p.m. CDT, May 13, 2016 in a sealed envelope with the name of the proposing company on the outside and addressed as follows:

Enclosed: Recycling Services Proposal.
c/o Ryan Johnson
Environmental Specialist
City of Roseville, City Hall
2660 Civic Center Drive
Roseville, MN 55113

Proposals will be treated in accordance with Mn. Statutes 13.591, Subdivision 3 (b), Data Practices Act.

Six written, hard copies of the proposal and all attachments shall be submitted. An electronic copy of the proposal must be submitted on a USB Flash Drive (or suitable alternative format) inside the sealed envelope. The proposal file must be formatted in Microsoft WORD.

Pricing sheets should be submitted within a separate sealed envelope, that is contained within the Recycling Services Proposal packet.

Any pages that contain Proprietary Information should be clearly marked as Confidential.

10.06. Assumptions to be Used for Proposals

The City shall use following assumptions for purposes of evaluating all proposals on the same basis:

- Annual recyclable tonnage collected curbside under the City contract = 3,300 tons per year
- Annual recyclable tonnage collected at Multi-unit dwellings under the City contract = 600 tons per year
- Single unit dwellings and other units that receive curbside service using curbside bins = 9,361 units
- Multi-unit dwellings that will receive MUD type of service = 6,112 housing units at 94 locations

10.07. Proposal Content

Qualified proposals must include the Proposal Checklist Attachment A and items listed on the checklist.

10.08. Evaluation Criteria

Roseville residents have identified a city-wide goal to be an environmentally healthy community. And residents have identified various community values that environmental programs such as recycling should incorporate.

Those community values are:

- Collection Operations– which includes Clean and quiet; Impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, Collecting more materials as markets become available, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, multi-unit dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, effective Frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, outreach to low participating communities, outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, reduced carbon footprint, use of Clean Diesel Technology and Natural Gas powered vehicles, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and MRF locations
- References
- Net Price to the City

These evaluation criteria are not presented in any special order. No ranking of these criteria within this RFP is intended or implied.

A review committee will evaluate all proposals submitted based on price, how well the proposal meets RFP base specifications, how well the proposal meets community values, and value added beyond the base specifications. Those scores will be added to scores from the reference survey to develop a score for the first round. Finalists may, at the sole discretion of the City, be invited to interviews (see chart below).

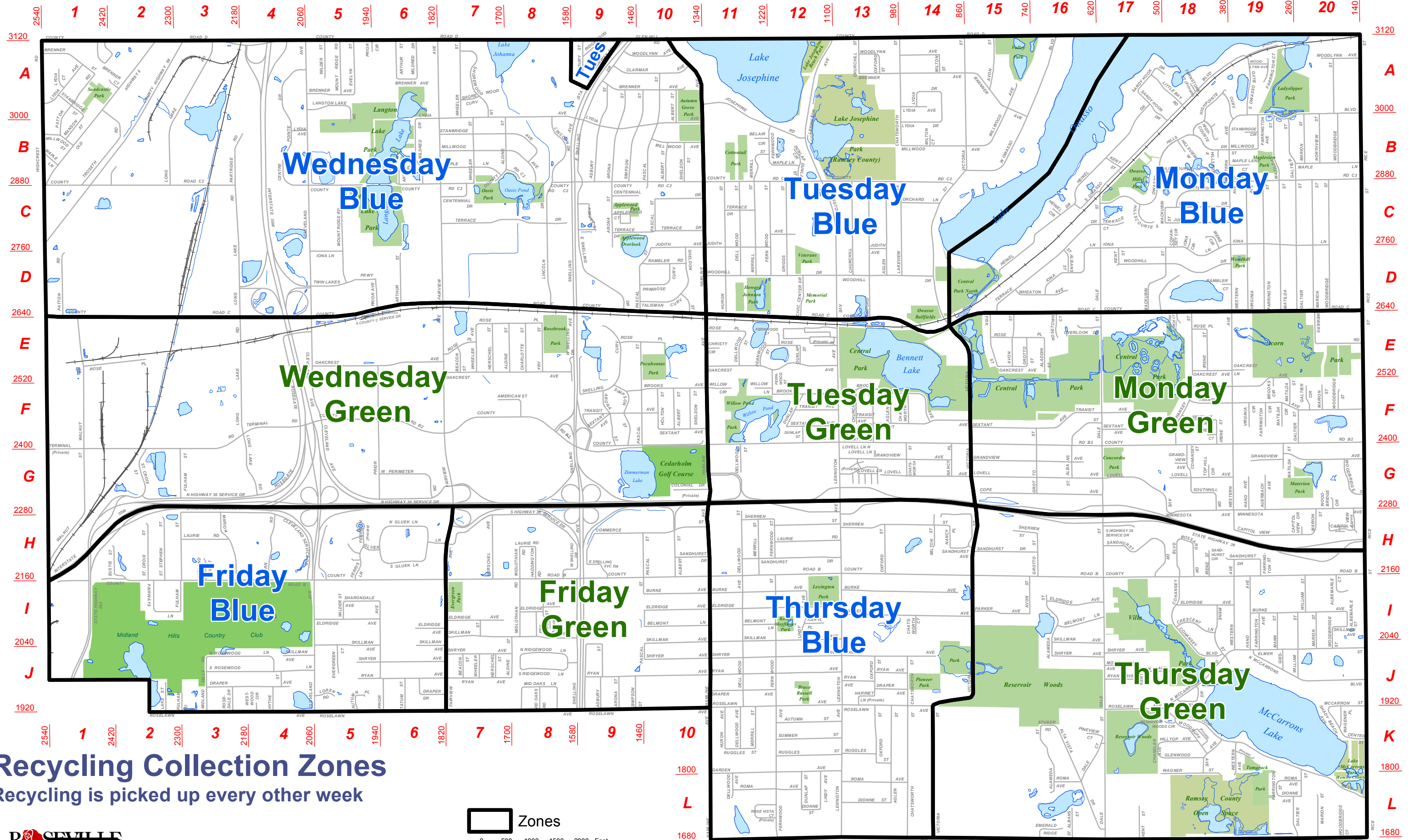
At the interview, proposers will answer any questions regarding their proposal and expound on how their proposal will meet community values, added value beyond the base specifications, and answer other questions deemed relevant to evaluating the proposals.

Evaluation Criteria and Weighting	
RFP Base Specifications	Pass/Fail
<i>Reference RFP Sections 5.04, 5.05, 5.19, 5.21, 6.01, 6.03, 7.01, proposal forms</i>	
Category	Weight
Project Capability	20%
<i>Reference RFP Sections 5 - 9</i>	
How Well Proposal Meets Community Values	10%
<i>Reference RFP Introduction and Sections 5 - 9</i>	
*Price	40%
Past Performance (Survey of Other Cities)	15%
Value Added Plan	15%
Total	100%
Finalists	
Interview – clarification phase	

The review committee will present its recommendation to the City Council at the **July 11** meeting. (See Section 2, Contractor Selection Process and Schedule).

***The City will use the following formula to score the Price:**

Low bid divided by proposers price multiplied by the maximum score of 40 points.



Recycling Collection Zones

Recycling is picked up every other week

ROSEVILLE
www.ci.roseville.mn.us
Prepared by:
Engineering Department
December 18, 2015

DISCLAIMER:
This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and the City does not represent that the GIS Data can be used for navigational, tracking or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found please contact 651-792-7075. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the user of this map acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

Street Index (key to grid locator on map)											
Acorn Rd N	H:4	Fernwood Ct N	E:12	Midland Hills Rd N	J:3	Sextant Ave W	F:9-10,12,15-16,18				
Aglen Ave N	C,D:13	Fernwood St N	C-E,G,J:11	Midland View Ct N	H:3	Shady Beach Ave N	K:20				
Aglen St N	F,K:13	Ferris Ln N	H:5	Midlothian Rd N	H-1:8	Sharondale Ave W	I:5				
Aladdin St N	E:16	Fisk St N	E:15	Mildred Dr N	A-B:6	Sheldon St N	B,D,F:15				
Alameda St N	I,K:16	Fry St N	E-F,I:8	Millwood Ave W	B:7-8,10,13-15	Sherren St W	H:11-15				
Albemarle Ct N	I:20	Fulham St N	G-J:2	Millwood St N	B:1,19	Shorewood Curv W	A:7				
Albemarle St N	I:20	Galtier Cir N	F:20	Milton St N	A,H:14	Shorewood Ln W	A:7				
Albert St N	A,B,F,H:10	Galtier St N	B-D,I,L:19	Minnesota Ave W	G:18-20	Shryer Ave W	J:5-7,10-14,16-17				
Aldine St N	B,E,J:7	Garden Ave W	K:11-12	Moundsview Ave W	J:17	Simpson St N	A-B:9-10; F,J:9				
Alta Vista Dr N	K,L:16	Giesmann St N	I-J:19	Mount Ridge Rd	A:5	Skillman Ave W	J:5-6,10-12,16,20; I:7				
American St N	F:7,8	Glen Hill Rd W	A:10	Nancy Pl N	G-H:14	Snelling Ave N	A-J:9				
Applewood Ct W	C:9	Glenwood Ave W	K:17-18	Nature View Ct N (Private)	E:18	Snelling Curv N	E-F:9				
Arona St N	A-C,F,J:9	Gluek Ln W	H:5-6	Northview St N	B:20	E Snelling Service Dr	A-D,H:9				
Arthur Pl N	B:6	N Gluek Ln W	H:6	Oakcrest Ave W	E:5-8,11-12,15,18	W Snelling Dr N	B-D:8				
Arthur St N	A,D:6	S Gluek Ln W	H:6	Oakcrest Ln W	E:19	Southhill Dr N	G:18				
Asbury St N	A,B,J:9	Grandview Ave W	G:13-16,18-20	Old Highway 8	A,B:1-2	Stanbridge Ave W	B:7-8				
Auerbach Ave N	G:19	Griggs St N	C,D:12	Orchard Cir W	C:14	Stanbridge Cir W	B:19				
Autumn Pl W	J:5	Grotto St N	E-H:15	Overlook Dr W	E:16	Stanbridge St W	A:1				
Autumn St W	K:12	Haddington Rd N	H:6	Owasso Hills Dr W	B:18; C:17	Stuber Rd W	K:16				
Avon St N	A,E,I:15	Hand Ave N	G,I:19	S Owasso Blvd	A-C:16-20	Summer St W	K:12				
Bayview Dr W	J:18	Harriet Ln W (Private)	J:13	W Owasso Blvd	A-B:15-16	Talisman Curv W	D:10				
Beacon St N	E,J:7	Heinel Cir W	C:16	Oxford St N	A,C-F,H,J,K:13	Tatum St N	J:6				
Belair Cir W	B:11	Heinel Dr W	A-D:15-17	Parker Ave W	I:13-15	Terminal Rd W	F:1-3				
Belmont Ln W	I:10,11,16	Herschel Ave N	H:7	Partridge Rd N	B:3-4	Terrace Ct W	C:17				
Bossard Dr N	H:18	Herschel St N	J:7	Pascal St N	A-F,H,J:10	Terrace Dr W	C:7-8,10-11,18; D:15-16				
Brenner Ave W	A:5-6,9-10,13-15	Highcourte N	B:18	Patton Rd N	A-B,D:1	Top Hill Cir N	G:18				
Brenner Ct W	A:2	Highcrest Rd N	A-B,G,H:1	W Perimeter Dr W	G:6	Transit Ave W	F:9-14,16-20				
Brenner St W	A:1	Highpointe Curv N	A-B:18	Pineview Ct W	K:16	Troseth Rd N	B:1-2				
Brooks Ave W	F:8-10,12-14,18-19	Hillscourte N	B:18	Primrose Curv W	D:10	Turnstone Ct (Private)	A:18				
Brooks Cir N	F:19	Hillscourte S	C:17	Prior Ave N	B-G,I,J:5	Victoria St N	A-L:14				
Burke Ave W	I:10-14,19-20	Hillsview E	B:18	Rambler Ct W	D:18	Virginia Ave N	C-D:19				
Capitol View (Private)	H:20	Hillsview W	B:18	Rambler Rd W	D:10	Virginia Cir N	F:19				
Capitol View Ave W	H:19-20	Hilltop Ave W	K:17	Reservoir Woods Cir	K:17	Wagener Pl N	K:20				
Capitol View Cir N	H:19	Holton St N	F:10	Rice St N	A-L:20	Wagner St W	K:17-19				
Centennial Dr W	C:7,9-10,18	Huron Ave N	K:11	N Ridgewood Ln W	J:8	Walnut St N	E-H:1				
Center St W	K:20	Huron St N	C-D:11	S Ridgewood Ln W	J:8	Western Ave N	B-K:18				
Centre Pointe Dr N	A-B:4	Highway 35W	A,B:4; G-H:1-4	Ridgewood Rd N	A:9	Westwood Cir N	J:4				
Chandler Ave N	K:17	N Highway 36 Service Dr	G:3-4,6	Roma Ave W	L:11-13,16,19	Wewers Rd N	E:20				
Charlotte St N	E:8	S Highway 36 Service Dr	H:3-4,7-8,17	Rose Pl W	E:1-2,7-12,15-16,18	Wewers Rd W	E:20				
Chatsworth Ct N	I:14	Highway 88	A-C:1-3	Rosedale Dr N	J:3	Wheaton Ave W	D:15-16				
Chatsworth St N	A-B,F,G,J-L:13	Highway 280	H-J:1	Rosegate	F-G:4	Wheeler Ave N	E:7				
Christy Cir W	E:11	Hythe St N	J:4	Roselawn Ave W	J:2-14,17	Wheeler St N	A-B,I-J:7				
Churchill St N	A,C-D,F:13	Iona Cir N	C:18	Rose Vista Ct W (Private)	L:11	Wilder St N	A,I:5				
Civic Center Dr N	D:12	Iona Ln W	C-D:16-20	N Rosewood Ln W	J:3-4	William St N	I-J:19				
Clarmar Ave W	A:9-10	Irene Cir N	C:18	S Rosewood Ln W	J:3-4	Willow Cir W	E:11				
Cleveland Ave N	A-F,I-J:4; G:4-6	Irene Ct W	F:18	Ruggles St W	K:11-13	Willow Ln W	E:11				
Cleveland Service Dr N	F-G:5; H:4	Irene St N	E-F,H-I:18	Ryan Ave W	J:5-7,9-13,17	Woodbridge Cir N	G:20				
Cohansey Blvd N	H-J:18	Josephine Rd W	B:11-12	Saint Albans St N	C,F-G,L:16	Woodbridge Ct N	L:20				
Cohansey Cir N	C:18	Judith Ave W	C:10-13,18	Saint Croix St N	G-H:2	Woodbridge St N	A-G:1,20				
Cohansey St N	E-G:18	Karyl Pl W	I:12	Saint Stephen St N	H:2	Woodhill Dr W	D:11-14,17-18				
Colonial Dr W (Private)	G:10	Kent St N	B,D,I,J-L:17	Samuel St N (Private)	I:8	Woodlynn Ave W	A:9-10,13-14,19-20				
Commerce St W	H:9-10	Lake St N	J:2	Sanhurst Cir W	H:18	Woodruff Ave N	K:18				
Cope Ave W	G:15-16	Lakeview Ave N	C-D:13	Sandhurst Dr W	H:10-12,14-15,17,19	Woodruff Ave W	K:18				
County Road B W	H:1-20	Larpenteur Ave W	L:11-20	Sandy Hook Dr N	A:17						
County Road B2 W	F:4-20	Laurie Rd W	H:3,8,12								
County Road C W	D:1-20	Lexington Ave N	A-L:12								
County Road C2 W	B:1-14	Lincoln Dr N	B-D:8								
County Road D W	A:1-7,12-16	Lindy Ave N	I,L:12								
S County Service Dr W	E:5	Little Bay Rd N	A:17-18								
Crescent Ln W	I:19	Long Lake Rd N	A-F:3								
Dale Ct N	K:16	Loren Rd W	J:5								
Dale St N	C-L:16	Lovell Ave W	G:13-16								
Dellwood Ave N	I-L:11	Lovell Ln W (Private)	G:13								
Dellwood St N	C-E,G,H-11	N Lovell Ln (Private)	G:13								
Dellwood St N (Private)	G:11	S Lovell Ln	G:13								
Dionne Ave W	L:19	Lydia Ave W	A-B:1,4,6-14								
Dionne St W	L:12-13	Lydia Ct N	A:1								
Draper Ave W	J:3-4,11,13	Lydia Dr W	A-B:14								
Draper Dr W	J:6	Mackubin St N	C-D,J,L:17								
Dunlap St N	E-F,L:12	Manson St N	B:1								
Eldridge Ave W	I:5,7-8,10-12,16,18	Maple Ln W	B:1,7-8,20								
Elmer St W	J:19-20	Maple Lane Ct W	B:19								
Emerald Ridge W	L:16	Marion Rd N	H:3								
Eustis St N	E,H:1	Marion St N	B-I,L:20								
Evelyn St N	A:5	Matilda Cir N	F:19								
Evergreen Ct N	J:5	Matilda St N	B-D,F-G:19								
Fairview Ave N	A-J:6	McCarron St W	J:20								
Fairways Ln N	I:2	N McCarrons Blvd W	J:18-20								
Farrington Ave N	B,I:19	S McCarrons Blvd W	K-L:18-20								
Farrington Cir N	F:19	Merrill St N	B-C,H,K:11								
Farrington Ct N	A:19	Mid Oaks Ln	J:8								
Farrington St N	B-D,H,L:19	Mid Oaks Rd	J:8								
Fernwood Ave N	K-L:11	Midland Grove Rd N	H:4								

City Parks and Facilities

Park Name	Acres	Map Ref
Acorn	44.25	E:19,20
Applewood Overlook	2.42	C:9,10
Applewood Park	2.09	C:9,10
Autumn Grove	6.61	A,B:10
Bruce Russell	1.93	J:12
Central Park	225.00	D:15,E:13-17,F:17
Concordia Park	4.75	G:17
Cottontail	6.40	B:11
Evergreen	3.94	I:7
Howard Johnson	9.05	D:11
Keller Mayflower	2.26	I:12
Lexington Plaza Shoppes	1739-1787 Lexington Ave N	A:19,20
Ladyslipper	16.52	A:19,20
Langton Lake	53.54	A-C:6
Lexington	8.45	I:12
Mapleview	3.26	B:19
Materion	8.51	G:19,20
Memorial Park		D:12
Oasis	14.44	B,C:7,8
Owasso Ballfields	4.37	D:14
Owasso Hills	8.51	B,C:17
Pioneer	4.71	J:14
Pocahontas	5.69	E:10
Reservoir Woods	109.75	J:15-16,K:17
Rosebrook	8.28	E:8
Sandcastle	3.37	A:1,2
Tamarack	6.46	K,L:19
Valley	10.61	A:15
Veterans	3.57	D:12
Villa	40.83	I,J:17,18
Willow Pond	14.76	F:11
Woodhill	2.63	D:19

Facility	Address	Phone	Map Ref
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course	2323 Hamline Ave N	792-7011	G:10
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12

* For all police or fire emergencies, dial 911

Library / Post Office

Facility	Address	Phone	Map Ref
Ramsey County Library	2180 Hamline Ave N	628-6803	H:11
Roseville Post Office	2000 County Road B2 W	631-0628	F:5

Schools / Colleges

Name	Address	Phone	Map Ref
Brimhall Elementary School	1744 County Road B W	638-1958	I:7
Central Park Elementary School	535 County Road B2 W	481-9951	F:17
Concordia Academy	2400 Dale St N	484-8429	G:17
Fairview Community Center	1910 County Road B W	631-1013	I:6
King of Kings	2400 Dale St N	484-9206	G:17
Northwestern College	3003 Snelling Ave N	631-5100	A:8
North Heights Lutheran	2701 Rice St N	484-7825	D:20
Christian Day School			
Parkview Center School	701 County Road B W	487-4360	H:16
Roseville Area High School	1240 County Road B2 W	635-1660	G:11-12
Roseville School District 623	1251 County Road B2 W	635-1600	F:11
St. Rose of Lima	2072 Hamline Ave N	646-3832	I:11

Financial Institutions

Key	Name	Address	Map Ref
B1	Affinity Plus Federal Credit Union	2730 Snelling Ave N	D:9
B2	Bremer Bank	1715 County Road B2 W	F:8
B3	Community National Bank	1501 County Road C W	D:9
B4	Interbank	1875 County Road B2 W	F:6
B5	North Star Bank	1820 Lexington Ave N	K:13
B6	Premier Bank	1875 Highway 36 W	G:6
B7	TCF	Har Mar Mall	I:9
B8	TCF	2167 Lexington Ave N	H:12
B9	Teacher's Federal Credit Union	2150 Lexington Ave N	I:13
B10	Twin City Co-op Credit Union	1935 County Road B2 W	F:6
B11	US Bank	2690 Snelling Ave N	D:9
B12	US Bank (Byerly's)	1601 County Road C W	D:8
B13	Wells Fargo Bank	2440 Fairview Ave N	F:7

Medical Clinics

Key	Facility	Address	Phone	Map Ref
M1	Now Care	1955 County Road B2 W	635-0054	F:7
M2	Rosedale Medical Center	1835 County Road C W	(763)785-4300	D:6
M3	Twin Lakes Eye Center	1835 County Road C W	638-1555	D:6

Major Shopping Centers

Name	Address	Stores	Map Ref
Crossroads of Roseville	1643-1655 County Road B2 W	20	F:8
Hamline Center	2797-2833 Hamline Ave N	18	C:10
Har Mar	2100 Snelling Ave N	54	I:9
Lexington Plaza	1680-1754 Lexington Ave N	25	L:13
Lexington Plaza Shoppes	1739-1787 Lexington Ave N	12	L:12
McCarron Hills	1681-1717 Rice St N		L:20
Rosedale	1595 Highway 36 W	143	G:7,8
Rosedale Commons	2480 Fairview Ave N	19	F:7
Rosedale Marketplace	2401-2439 Fairview Ave N	12	F,G:6
Rosedale Square	1601-1677 County Road C W	25	D:8
Rosedale Square North	2701-2717 Lincoln Dr N	14	C:8
Roseville Center	1121-1215 Larpenteur Ave W	21	L:12
Roseville Crossings	Lincoln Dr at Snelling/County C	8	D:8
Rosewood	2181-2195 Snelling Ave N	6	H:8

Supermarkets

Name	Address	Phone	Map Ref
Byerly's	1601 County Road C W	633-6949	D:8
Cub Foods	2100 Snelling Ave N	633-9740	I:9
Rainbow Foods	1201 Larpenteur Ave W	488-1825	L:12
Super Target	1515 County Road B W	633-0000	H:9

Hotels / Motels

Name	Address	Phone	Map Ref
Comfort Inn	2715 Long Lake Rd N	636-5800	D:3
Country Inns & Suites	2905 Snelling Ave N	628-3500	B:8
Courtyard by Marriott	2905 Centre Pointe Dr	746-8000	B:4
Days Inn	2550 Cleveland Ave N	636-6730	E:5
Fairfield Inn	3045 Centre Pointe Dr N	636-7869	A:4
Marriott Residence Inn	2985 Centre Pointe Dr N	636-0680	B:4
Motel 6	2300 Cleveland Ave N	639-3988	G:5
Radisson	2540 Cleveland Ave N	636-4567	E:5
Super 8	2401 Prior Ave N	636-8888	G:5

Restaurants

Key	Restaurant	Address	Phone
-----	------------	---------	-------

Recycling Day	Single Unit		Other				Total
	Single Unit	Townhome	Double Dwelling	Half Double Dwelling	Two Family	Three Family	
Monday	2,124	504	14	10	2	3	2,657
Tuesday	1,317	85	10	12	10	3	1,437
Wednesday	1,338	118	28	28	16	3	1,531
Thursday	2,332	80	36	6	14	0	2,468
Friday	1,159	90	8	0	8	3	1,268
City Wide	8,270	877	96	56	50	12	9,361

Source: Single Unit + Other
Ramsey County Total 8,484
Property Records Townhome
19-Jan-16 Total 877
Total SFD 9,361

City of Roseville - Multi Family Complex Recycling Service Level

Apartments - Rental	Address	# units	# Carts
Aquarius Apartments	2425 County Road C2	99	3 paper, 3 containers
Brittany Apartments	175 Larpenteur Avenue	17	1 paper, 1 containers per building,
	1722, 1725, 1735, 1738 Woodbridge Court	62	weighted to prevent blowing over
Centennial Gardens East	1405-1425 Terrace Drive / 1400-1420 Centennial Drive	95	2 paper, 2 containers per complex
Centennial Gardens West	2815-2845 Pascal Street	95	
1363 County Road B		11	1 paper 1 containers
1610 County Road B		11	1 paper 1 containers
1647 County Road B		11	1 paper 1 containers
2447 County Road B		17	1 paper 1 containers
Coverdale Apartments	1725 Dellwood Street	12	1 paper 1 containers
Dale Terrace Apartments	720 County Road B	42	2 paper, 2 containers
1144 Dione Street		23	2 paper 2 containers
1614 Eldridge Avenue		11	1 paper 1 containers
1615 Eldridge Avenue		11	1 paper 1 containers
1624 Eldridge Avenue		11	1 paper 1 containers
1625 Eldridge Avenue		11	1 paper 1 containers
1634 Eldridge Avenue		11	1 paper 1 containers
1635 Eldridge Avenue		11	1 paper 1 containers
Garley Apartments	1634 County Road B	11	1 paper 1 containers
2180 Haddington Road		5	1 paper 1 containers
Hamline Terrace	1360-1410 Terrace Drive	102	3 paper, 3 containers
2900 Highcrest Road		11	1 paper 1 containers
2950 Highcrest Road		12	1 paper 1 containers
Hillsborough Apartments	240-250 Grandview Avenue	86	1 paper, 1 container per station in
	2335-2345 Woodbridge Street	120	garage, 4 stations, caretakers bring
			carts to west parking garage
			entrance
Hilltop Apartments	160-170 Elmer Street	34	2 paper 2 containers
Karie Dale Apartments	2355-2393 Dale Street	44	1 paper, 1 containers per dumpster -
			two dumpsters
Lar Dale Apartments	655 Larpenteur Avenue	17	1 paper 1 containers
The Lexington	2755 Lexington Avenue	150	4 containers, 4 3 yd cardboard
			dumpsters
Lexlawn	1943 Lexington Avenue	17	1 paper 1 containers
Lexington Court	2192-2206 Lexington Avenue	52	1 paper, 1 containers per dumpster -

City of Roseville - Multi Family Complex Recycling Service Level

			two dumpsters
Lexington Twins	1890-1900 Lexington Avenue	22	2 paper 2 containers
Marion Apartments	195-221 Larpenteur	58	1 paper, 1 containers per building, weighted to prevent blowing over
	1720 Marion Street	29	
	1735, 1740, 1745 Marion Street	87	
1705 Marion Street		3	1 paper, 1 containers
1750 Marion Street		24	1 paper 1 containers
McCarrons Apartments	166-204 North McCarrons Boulevard	56	1 paper, 1 containers per dumpster - two dumpsters
161 McCarrons Street		11	1 paper 1 containers
161 Minnesota Avenue		6	1 paper 1 containers
Northwestern College Apartments	1610 Lydia Avenue	23	1 paper 1 containers
Talia Place	3020 Old Highway 8	11	1 paper 1 containers
Parkview Manor	2202-2210 Dale Street	34	3 paper, 2 containers
Palisades	535-570 Sandhurst Drive	330	1 paper 1 containers per building in garage 5 buildings
2125 Pascal	2125-2133 Pascal Street	22	1 paper 1 containers per building - two buildings
Riviera Apartments	885-965 Highway 36	32	1 paper 1 containers
Riviera Apartments	925, 965 W. Highway	64	1 paper 1 containers per building - two buildings
Rose Hill Estates	591-601 County Road B	35	2 paper 2 containers
	2194 Dale Street	17	
Rose Mall Apartments	2201-2221 Albert Street	54	15 carts total
	1430-1440 Commerce Street	36	
	2190-2220 Pascal Street	72	
Rose Park Apartments	2128-2136 Fry Street	22	2 paper, 2 containers
Rose Vista Apartments	1222-1238 Rose Vista Court	154	14 carts total
Rosedale Estates	2735-2855 Rice Street	360	16 carts total
Roselawn Apartments	1125 Roselawn Avenue	17	1 paper 1 containers
Roselawn Village	1074 Roselawn Avenue	22	2 paper 2 containers
Rosetree Apartments	655 Highway 36	48	2 paper 2 containers
Roseville Terrace	1759 Dunlap Street	18	1 paper 1 containers per building - two buildings
	1760 Fernwood Street	17	
Sienna Green	2225-2265 Snelling Avenue	120	1 paper, 1 container per building, 6 buildings
Sienna Green II	2275 Snelling Ave. N	46	2 paper 2 containers

City of Roseville - Multi Family Complex Recycling Service Level

1629 Skillman Avenue	1629-1635 Skillman Avenue	14	1 paper 1 containers
Snelling Terrace	2906-2930 Snelling Avenue	48	2 paper 2 containers
2980 Snelling Avenue	Northwestern College	17	1 paper 1 containers
2610 Snelling Curve		17	1 paper 1 containers
South Oak Apartments	1080 County Road D	25	1 paper 1 containers
Sun Place Apartments	1721 Marion Street	30	1 paper 1 containers
Terrace Park	1420 Terrace Drive	36	2 paper 2 containers in garage
Valley 8 Apartments	3050 Old Highway 8	85	1 paper 1 containers per dumpster - two dumpsters
Victoria Place	2250 Victoria Street	58	4 carts, 1 2 yd for cardboard
Apartments - Senior Housing Rental	Address	# units	# Carts
Applewood Pointe	1480 Applewood Court	94	1 paper 1 containers per floor - three floors - caretaker brings to driveway
Applewood Pointe - Langton Lake	1996 Langton Lake Drive	48	1 paper 1 containers per floor
Cherrywood Pointe	2996 Cleveland Ave	50	3 paper, 3 containers
Eagle Crest	2925-2945 Lincoln Drive	216	4 paper, 4 containers
Coventry Seniors Apartments	2820 Snelling Ave (109) 2775-2839 Asbury St (40)	149	10 carts
Greenhouse Village	1024 Larpenteur	102	8 carts - 4 of each
Heritage Place	563 County Road B W	50	2 paper 2 containers 3 yd cardboard dumpster
Rosepointe	2545-2555 Hamline Avenue	190	6 carts, 2 2-yd for cardboard
Roseville Seniors	1045 Larpenteur Avenue	127	3 paper, 3 containers
Rosewood Estates	2750 Victoria Street	106	2 paper, 2 containers
Sunrise Assisted Living	2555 Snelling Avenue N	77	6 carts
Villas at Midland Grove	1940 Fulham Street	32	1 paper, 1 containers each floor, 3 floors
Condominiums	Address	# units	# Carts
Bonaventure	3090 Lexington Avenue	30	3 paper, 2 containers
Executive Manor Condos	3153-3155 Old Highway 8	72	3 containers, 3 paper
Hamline House Condos	2800 Hamline Avenue	150	4 paper, 4 containers
Lake Josephine	3076 Lexington Avenue	23	3 carts of each
McCarrons Lake Condos	185 N McCarrons Blvd	42	3 carts of each

City of Roseville - Multi Family Complex Recycling Service Level

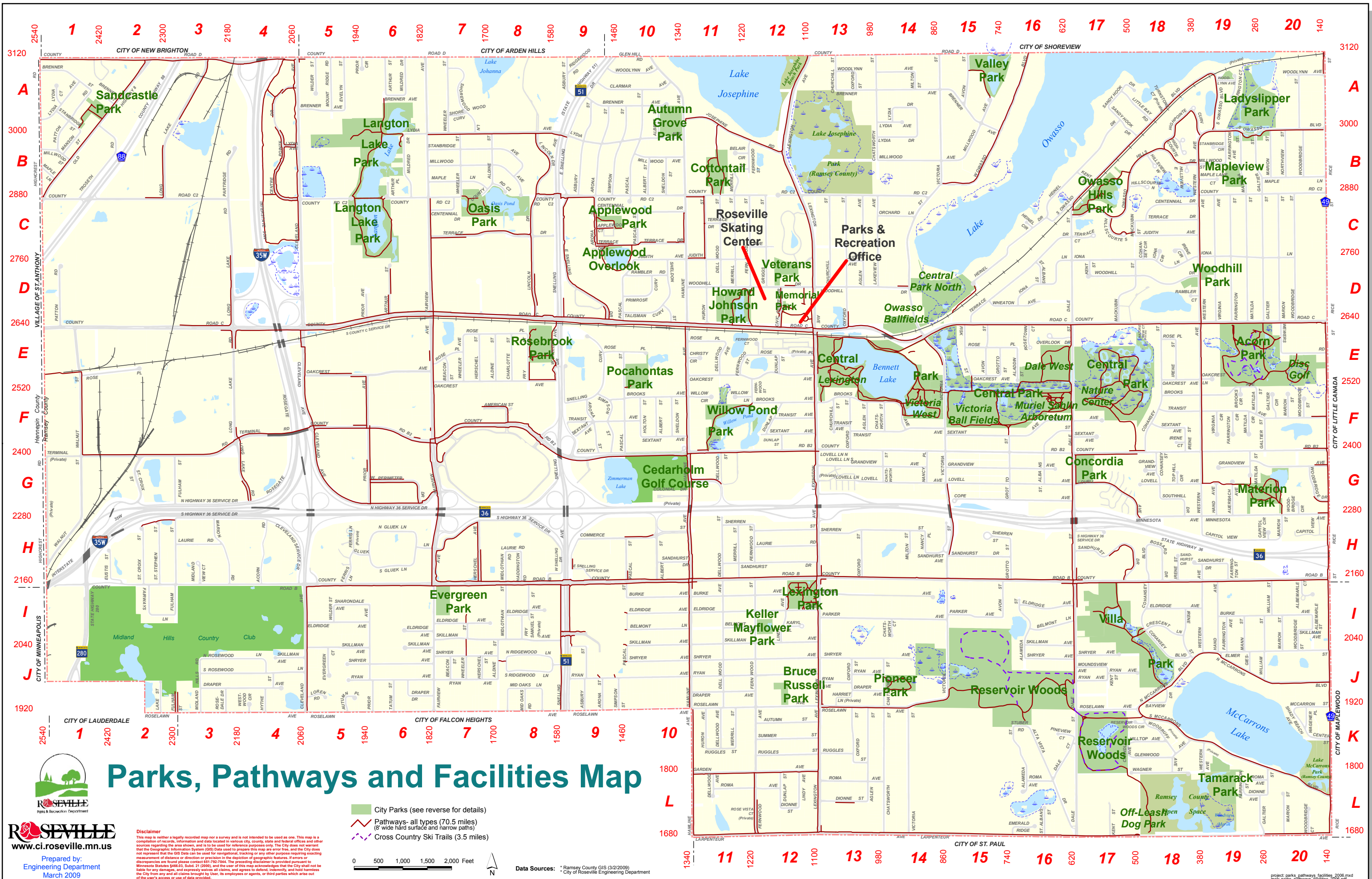
Midland Grove Condos	2200-2250 Midland Grove Road (private)	174	9 carts 3 4-yd for cardboard
Parkview Estate	2670-2700 Oxford Street	204	2 paper, 3 containers in each building - 4 buildings
Ramsey Square	2700-2730 Dale Street	192	1 paper, 1 containers per building, 4 buildings
Roseville Commons	2496 County Road C2 W	30	2 paper, 2 containers in garage
Rosewood Village	1620-1690 Highway 36	201	4 sets caretaker brings to tipping location on east edge of parking lot
Villa Park	500 County Road B	95	2 carts 1 2-yd for cardboard
Townhomes - Rental	Address	# units	# Carts
Roseville Townhomes	3085 Old Highway 8	40	2 containers, 1 paper dumpster per building, 2 buildings
Samuel Street (2086-2090)	2086 units 5-8, 2087 units 1-4, 2090 units 9-12	12	2 paper 2 containers
Mobile Home Parks	Address	# units	# Carts
Roseville Mobile Home Park	2599 Lexington Avenue	107	3 paper, 3 containers
Office Building	Address	# units	# Carts
State Farm Office Bldg	2201 Lexington	8	1 paper, 1 containers

2006 – 2014 Roseville Recycling Composition

Type of Material	2006	2007	2008	2009	2010	2011	2012	2013	2014
	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage	% of Total Tonnage
Total Annual Tons	3,441	3,681	3,556	3,281	3,322	3,244	3,173	3,225	3,212
Papers									
News Mix	63.98%	56.46%	66.00%	61.65%	59.68%	51.53%	56.86%	54.40%	56.27%
Cardboard	6.71%	13.23%	4.50%	5.48%	7.34%	10.33%	9.09%	8.78%	8.59%
Boxboard	2.37%	7.60%	2.60%	5.48%	3.79%	7.04%	5.81%	2.54%	4.48%
Wet Strength	0.36%	0.10%	0.50%	0.00%	1.77%	0.46%	0.50%	0.58%	0.84%
Phone Books	1.33%	0.11%	0.10%	0.02%	0.12%	0.14%	0.28%	0.37%	0.00%
Milk Cartons & Juice Boxes	Not collected	Negligible	Negligible	Negligible	0.02%	0.03%	0.47%	0.07%	0.31%
Textiles	0.40%	Negligible	Negligible	0.02%	0.02%	Negligible	0.20%	0.09%	0.11%
Residual	0.24%	0.11%	0.50%	0.06%	0.07%	0.27%	0.19%	0.07%	N/A
TOTAL	75.40%	76.60%	74.20%	72.72%	72.81%	69.79%	73.40%	66.90%	70.60%
Containers									
Total Glass	14.89%	15.15%	16.70%	17.54%	17.31%	18.08%	16.94%	18.78%	17.58%
Steel Cans	2.64%	2.00%	2.40%	2.43%	2.65%	2.49%	2.38%	3.30%	2.09%
Aluminum	1.48%	1.10%	1.40%	1.40%	1.43%	2.10%	1.37%	1.99%	1.13%
Total Plastics	4.70%	4.01%	4.60%	5.75%	5.67%	6.94%	5.63%	7.29%	6.13%
Residual	0.89%	0.15%	0.70%	0.17%	0.12%	0.60%	0.28%	1.74%	N/A
TOTAL	24.60%	22.40%	25.80%	27.28%	27.19%	30.21%	26.60%	33.10%	26.93%
									2.47%

2015 Roseville Recycling Composition

Type of Material	Percentage
News Mix	54.08
Cardboard	7.35
Mixed Paper	4.38
Carrier Stock	0.74
Phone Books	0.00
Textiles	0.16
Aluminum Cans	0.98
Steel Cans	2.12
HDPE Natural	1.12
HDPE Col	1.00
PET	3.11
Tubs and Lids	0.66
Thermoform	0.20
Mix Glass	21.36
Milk Cartons/Juice Boxes	0.19
Residual	2.55
2015 Total Tonnage	3,305



Street Index (key to grid locator on city map)					
Acorn Rd N	H:4	Fisk St N	E:15	Mildred Dr N	A,B:6
Aglen Ave N	C,D:13	Fry St N	E-F:I:8	Millwood Ave W	B:7,8,10,13-15
Aglen St N	F,K:13	Fulham St N	G-J:2	Millwood St W	B:1,19
Aladdin St N	E:16	Galtier Cir N	F:20	Milton St N	A,H:14
Alameda St N	I,K:16	Galtier St N	B-D,F,L:19	Minnesota Ave W	G:18-20
Albemarle Ct N	I:20	Garden Ave W	K:11,12	Moundsview Ave W	J:17
Albemarle St N	I:20	Giesmann St N	I,J:19	Nancy Pl N	G,H:14
Albert St N	A,B,F,H:10	Glen Hill Rd W	A:10	Nature View Ct N (Private)	E:18
Aldine St N	B,E,J:7	Glenwood Ave W	K:17,18	Northview St N	B:20
Alta Vista Dr N	K,L:16	Gluek Ln W	H:5,6	Oakcrest Ave W	E:5-8,11,12,15,18
American St N	F:7,8	N Gluek Ln W	H:6	Oakcrest Ln W	E:19
Applewood Ct W	C:9	S Gluek Ln W	H:6	Old Highway 8 N	A,B:1,2
Arona St N	A-C,F,J:9	Grandview Ave W	G:13-16,18-20	Orchard Ln W	C:14
Arthur Pl N	B:6	Griggs St N	C,D:12	Overlook Dr W	E:16
Arthur St N	A:6,D:6	Grotto St N	E-H:15	Owasso Hills Dr W	B:18,C:17
Asbury St N	A,B,J:9	Haddington Rd N	H:8	S Owasso Blvd W	A-C:16-20
Auerbach Ave N	G:19	Hamline Ave N	A-L:10	W Owasso Blvd N	A,B:15-16
Autumn Pl W	J:5	Hand Ave N	G,I:19	Oxford St N	A,C-F,H,J,K:13
Autumn St W	K:12	Harriet Ln W (Private)	J:13	Parker Ave W	I:13-15
Avon St N	A,E,I:15	Heinel Cir W	C:16	Partridge Rd N	B:3,4
Bayview Dr W	J:18	Heinel Dr W	A-D:15-17	Pascal St N	A-F,H,J:10
Beacon St N	E,J:7	Herschel Ave N	H:7	Patton Rd N	A,B,D:1
Belair Cir W	B:11	Herschel St N	J:7	W Perimeter Dr W	G:6
Belmont Ln W	I:10,11,16	Highcourte N	B:18	Pineview Ct W	K:16
Bossard Dr N	H:18	Highcrest Rd N	A-B,G-H:1	Primrose Curv W	D:10
Brenner Ave W	A:5,6,9,10,13-15	Highpointe Curv N	A-B:18	Prior Ave N	B-G,I,J:5
Brenner Ct W	A:2	Hillscourte North W	B:18	Prior Cir N	A:5
Brenner St W	A:1	Hillscourte South N	C:17	Rambler Ct W	D:18
Brooks Ave W	F:8,9,10,12-14,18,19	Hillsview East N	B:18	Rambler Rd W	D:10
Brooks Cir N	F:19	Hillsview West N	B:18	Rice St N	A-L:20
Burke Ave W	I:10-14,19,20	Hilltop Ave W	K:17	N Ridgewood Ln W	J:8
Capitol View (Private)	H:20	Holton St N	F:10	S Ridgewood Ln W	J:8
Capitol View Ave W	H:19,20	Huron Ave N	K:11	Ridgewood Rd N	A:9
Capitol View Cir N	H:19	Huron St N	C-D:11	Roma Ave W	L:11-13,16,19
Centennial Dr W	C:7,9,10,18	Highway 35W N	A,B:4,G-H:1-4	Rose Pl W	E:1,2,7-12,15,16,18
Center St W	K:20	N Highway 36 Service Dr W	G:3-4,6	Rosedale Dr N	J:3
Centre Pointe Dr N	A-B:4	S Highway 36 Service Dr W	H:3-4,7-8,17	Rosegate	F-G:4
Chandler Ave N	K:17	Highway 88 N	A-C:1-3	Roselawn Ave W	J:2-14,17
Charlotte St N	E:8	Highway 280 N	H-J:1	Rosetown Ct N	E:16
Chatsworth St N	A,B,F,G,J,L:13	Hythe St N	J:4	Rose Vista Ct W (Private)	L:11
Christy Cir W	E:11	Iona Cir N	C:18	N Rosewood Ln W	J:3,4
Churchill St N	A,C,D,F:13	Iona Ln W	C-D:16-20	S Rosewood Ln W	J:3,4
Civic Center Dr N	D:12	Irene Cir N	C:18	Ruggles St W	K:11-13
Clamar Ave W	A:9,10	Irene Ct W	F:18	Ryan Ave W	J:5-7,9-13,17
Cleveland Ave N	A-F,I,J:4,G:4-6	Irene St N	E,F,H,J:18	St Albans St N	C,F,G,L:16
Cleveland Service Dr N	F-G:5,H:4	Josephine Rd W	B:11,12	St Croix St N	G,H:2
Cohansey Blvd N	H-J:18	Judith Ave W	C:10-13,18	St Stephen St N	H:2
Cohansey Cir N	C:18	Karyl Pl W	I:12	Samuel St N (Private)	I:8
Cohansey St N	E-G:18	Kent St N	B, D, J, I, L:17	Sandhurst Cir W	H:18
Colonial Dr W (Private)	G:10	Lake St N	J:2	Sandhurst Dr W	H:10-12,14,15,17,19
Commerce St W	H:9,10	Lakeview Ave N	C,D:13	Sandy Hook Dr N	A:17
Cope Ave W	G:15,16	Larpenteur Ave W	L:11-20	Sextant Ave W	F:9,10,12,15,16,18
County B Rd W	H:1-20	Laurie Rd W	H:3,8,12		
County B2 Rd W	F:4-20	Lexington Ave N	A-L:12		
County C Rd W	D:1-20	Lincoln Dr N	B-D:8		
County C2 Rd W	B:1-14	Lindy Ave N	I,L:12		
County D Rd W	A:1-7,12-16	Little Bay Rd N	A:17-18		
Crescent Ln W	I:18	Long Lake Rd N	A-F:3		
Dale Ct N	K:16	Loren Rd W	J:5		
Dale St N	C-L:16	Lovell Ave W	G:13-18		
Dellwood Ave N	I-L:11	Lovell Ln W (Private)	G:13		
Dellwood St N	C-E, G-H:11	N Lovell Ln W (Private)	G:13		
Dellwood St N (Private)	G:11	S Lovell Ln W (Private)	G:13		
Dionne Ave W	L:19	Lydia Ave W	A,B:1,4,6-14		
Dionne St W	L:12,13	Lydia Ct N	A:1		
Draper Ave W	J:3,4,11,13	Lydia Dr W	A,B:14		
Draper Dr W	J:6	Mackubin St N	C,D,J,L:17		
Dunlap St N	E,F,L:12	Manson St N	B:1		
Eldridge Ave W	I:5,7,8,10-12,16,18	Maple Ln W	B:1,7,8,20		
Elmer St W	J:19-20	Maple Lane Ct W	B:19		
Emerald Ridge W	L:16	Marion Rd N	H:3		
Eustis St N	E,H:1	Marion St N	B-I,L:20		
Evelyn St N	A:5	Matilda Cir N	F:19		
Evergreen Ct N	J:5	Matilda St N	B-D,F,G:19		
Fairview Ave N	A-J:6	McCarron St W	J:20		
Fairways Ln N	I:2	N McCarrons Blvd W	J:18-20		
Farrington Ave N	B, I:19	S McCarrons Blvd W	K,L:18-20		
Farrington Cir N	F:19	Merrill St N	B,C,H,K:11		
Farrington Ct N	A:19	Mid Oaks Ln	J:8		
Farrington St N	B-D,H,L:19	Mid Oaks Rd	J:8		
Fernwood Ave N	K-L:11	Midland Grove Rd N	H:4		
Fernwood Ct N	E:12	Midland Hills Rd N	J:3		
Fernwood St N	C-E,G-J:11	Midland View Ct N	H:3		
Ferris Ln N	H:5	Midlothian Rd N	H,I:8		

City Parks and Facilities			
Park	Acreage	Map Ref	
Acorn	44.25	E:19,20	
Applewood Overlook	2.42	C:9,10	
Applewood Park	2.09	C:9,10	
Autumn Grove	6.61	A,B:10	
Bruce Russell	1.93	J:12	
Central Park	225.00	D:15,E:13-17,F:17	
Concordia Park	4.75	G:17	
Cottontail	6.40	B:11	
Evergreen	3.94	I:7	
Howard Johnson	9.05	D:11	
Ladyslipper	16.52	A:19,20	
Langton Lake	53.54	A-C:6	
Lexington	8.45	I:12	
Mapleview	3.26	B:19	
Materion	8.51	G:19,20	
Mayflower	2.26	I:12	
Memorial Park		D:12	
Oasis	14.44	B,C:7,8	
Owasso Ballfields	4.37	D:14	
Owasso Hills	8.51	B,C:17	
Pioneer	4.71	J:14	
Pocahontas	5.69	E:10	
Reservoir Woods	109.75	J:15-16,K:17	
Rosebrook	8.28	E:8	
Sandcastle	3.37	A:1,2	
Tamarack	6.46	K,L:19	
Valley	10.61	A:15	
Veterans	3.57	D:12	
Villa	40.83	I,J:17,18	
Willow Pond	14.76	F:11	
Woodhill	2.63	D:19	
Facility	Address	Phone	Map Ref
City Hall	2660 Civic Center Dr	792-7000	D:12
Parks and Recreation Office	2660 Civic Center Dr	792-7006	D:12
Skating Center	2661 Civic Center Dr	792-7007	D:12
Brimhall Community Gymnasium	1744 County Road B W	638-1958	I:7
Central Park School Community Gym.	535 County Road B2 W	481-9951	F:17
Roseville Gymnastics Center	1240 County Road B2 W	635-1660	G:11-12
Cedarholm Golf Course	2323 Hamline Ave N	792-7011	G:10
Harriet Alexander Nature Center	2520 Dale St N	792-7012	F:17
Roseville Fire Administration*	2701 Lexington Ave N	792-7009	D:12
Roseville Police Department*	2660 Civic Center Dr	792-7008	D:12

*For all police or fire emergencies - dial 911

Park Name	Address	Total # of		Building/Field	Pathway	Service
		Carts	Parking Lot			
Acorn	2806 Cty Rd C W	17	2	2	13	Weekly
Applewood	2838 Arona St	1			1	Every other week
Applewood Overlook	2838 Arona St	1			1	Every other week
Autumn Grove	1365 Lydia Ave W	5	1	2	3	Every other week
Bruce Russell	1175 Roselawn Ave W	1		1		Every other week
Central Park - Dale East, HANC	2520 Dale St N	4	1	1	2	Weekly
Central Park - Dale West	2525 Dale St N	5	2	1	2	Weekly
Central Park - Lexington	2540 Lexington Ave N	24	2	4	18	Weekly
Central Park - North	816 Heinel Dr N	1			1	Weekly
Central Park - Victoria Ballfields	2490 Victoria St N	9	3	3	3	Weekly
Central Park - Victoria West	2495 Victoria St N	10			10	Weekly
Concordia	2394 Dale St N	2		2		Every other week
Cottontail	1281 Cty Rd C2 W	1			1	Every other week
Evergreen	1810 Cty Rd B W	6	1	1	4	Weekly
Howard Johnson	1260 Woodhill Dr	4	1		3	Every other week
Keller Mayflower	2070 Fernwood St	1		1		Every other week
Langton	1894 Cty Rd C2 W	8	4		4	Weekly
Lexington	2131 Lexington Ave N	7	1	1	5	Every other week
Mapleview	2917 Matilda St	2			2	Every other week
Oasis	1700 Cty Rd C2 W	5	1		4	Every other week
Owasso Ballfields	2659 Victoria St N	2	2			Weekly
Owasso Hills	593 Owasso Hills Dr	1			1	Every other week
Pocohontas	2540 Pascal St	2			2	Every other week
Reservoir Woods	1901 Alta Vista Dr	2			1	Every other week
Rosebrook	2590 Fry St	5	2	1	2	Every other week
Sandcastle	3060 Patton Rd	2	1		1	Every other week
Tamarak	1745 Farrington St	1			1	Every other week
Valley	3110 Avon St	2			2	Every other week
Veterans	1135 Woodhill Dr	2			2	Every other week
Villa	2055 Cohansey Blvd	5			5	Every other week
Willow Pond	1283 Cty Rd B2 W	1			1	Every other week
Total		139	24	20	95	

Attachment A - Proposal Content Checklist

Proposers must prepare six hard copies and one electronic copy of the submissions that follow the format and sequence specified in this RFP. Submission must be printed on 100% post-consumer recycled content paper and one electronic copy of the proposal formatted in Microsoft WORD on a USB flash drive.

Proposers shall complete and submit this checklist of items for inclusion in the proposal. Each item must be submitted on a separate page. This checklist may also be filled out electronically using the attached Form version.

Responsiveness (Pass/Fail)

The Contractor must submit the following in order to be considered responsive:

- ☐ Completed Proposal Submittal Form and Affidavit of Non-Collusion (Attachment B)
- ☐ Statement as to any litigation in the past five years within the State of Minnesota and the current status of that litigation
- ☐ List of firm's Principal Officers' names, and name, addresses and contact information (telephone, email, fax) for designated contact person
- ☐ A comprehensive cart rollout plan and schedule for the initial cart distribution (Section 5.04)
- ☐ Examples of monthly and annual reports (Section 6.01)
- ☐ Example of the Contractor's annual report and educational materials sent to MUD building owners (Section 6.03)
- ☐ A statement clearly specifying the location(s) of its recyclables processing facility (or subcontractor's facility) where material collected from the City will be delivered and / or processed (Section 7.01)
- ☐ Certification of end markets (Section 7.06)
- ☐ Examples of proposer's public education materials including education tags (Section 5.06 and 6.05)
- ☐ List of references – similar to what was previously submitted electronically
- ☐ Project Capability Plan (Attachment C)
- ☐ Project Community Values Capability Form (Attachment D)
- ☐ Pricing Forms (Attachment E)
- ☐ Value Added Plan (Attachment F)

Formatting Requirements

Contractor must follow the formatting requirements of the following Attachments.

- ☐ Project Capability Plan (Attachment C)
- ☐ Project Community Values Form (Attachment D)
- ☐ Value Added Plan (Attachment F)

In order to minimize bias, the attachments identified above must NOT contain any names that can be used to identify the Contractor. Templates of these Attachments in Word format are available for download.

Contractors are NOT allowed to re-create, re-format, or modify the Attachment templates (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.).

Attachment B

**PROPOSAL SUBMITTAL FORM
COMPREHENSIVE RECYCLING COLLECTION SERVICES**

**CITY OF ROSEVILLE
2660 CIVIC CENTER DRIVE
ROSEVILLE, MN 55113**

TO: Ryan Johnson
Environmental Specialist
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Sir:

- 1. The following proposal is made for Comprehensive Recycling Collection Services as described in the Specifications provided to the prospective contractors.
- 2. The undersigned certifies that the specifications contained herein have been carefully examined and understood and that at no time will misunderstanding of said specifications be pleaded.
- 3. In submitting this proposal, it is understood that the right is reserved by the City to reject any or all proposals and to waive any informalities and technicalities without explanation.
- 4. If a corporation, what is the State of Incorporation? _____
- 5. If a partnership, state full names of all co-partners: _____

- 6. The contractor, in compliance with the Notice Requesting Proposals for Comprehensive Recycling Services, hereby submits the following proposal:

Official Address:	Firm Name:
_____	_____
_____	By: _____
_____	Title: _____
_____	Date: _____

**AFFADAVIT AND INFORMATION REQUIRED OF BIDDERS
(RFP SUBMITTERS)**

Affidavit of Non-Collusion

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the proposer (if the proposer is an individual), a partner with the proposer (if the proposer is a partnership), or an officer or employee of the proposing corporation having authority to sign on its behalf (if the proposer is a corporation);
- (2) That the attached proposal or proposals have been arrived at by the proposer, independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the request for proposals, designed to limit independent proposing or competition;
- (3) That the contents of the proposal or proposals have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal or official reviewing the proposal or proposals; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: _____

Firm Name: _____

Subscribed and sworn to before me this
_____ day of _____, 20____

Notary Public
My Commission expires _____, 20____

Attachment C

Project Capability Plan

This template must be used. The Project Capability Plan should identify the Contractor’s capability to meet the requirements for recycling service. The capability claims should be prioritized (list the most important claims first). The Contractor may add or delete Project Capability Claim table templates, but do not exceed the two-page limit. Do NOT include any identifying information in your Plan. Information listed under the “Documented Performance” line may describe where the Contractor has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Project Capability 1 Claim: _____

Documented Performance: _____

Project Capability 2 Claim: _____

Documented Performance: _____

Project Capability 3 Claim: _____

Documented Performance: _____

Project Capability 4 Claim: _____

Documented Performance: _____

Project Capability 5 Claim: _____

Documented Performance: _____

Project Capability 6 Claim: _____

Documented Performance: _____

Attachment D

Project Community Values Capability

This template must be used. The Contractor must identify its capability to meet the Community Values:

- Collection Operations – which includes Clean and quiet; Impact on street (size and weight of trucks), Easy to participate, Flexibility to Comingle, More materials picked up – particularly plastics, Materials are efficiently recycled (local markets, highest and best use for material), Rewards for adding value, Multi-family dwelling recycling
- Resident and Community Engagement Efforts – which includes Voluntary expansion to businesses, Effective frequent education of residents – with measurement, Community involvement, Annual report that includes information on what happens to material, Outreach to low participating communities, Outreach using electronic communications
- Environmental– which includes Experience with Zero Waste events, Reduced carbon footprint, Education and Leadership on Environmentally Preferred Purchasing (EPP), Local vendor-terminal and MRF locations

The capability claims should be prioritized (list the most important claims first). The Contractor may add or delete Project Capability Claim table templates, but do not exceed the two-page limit. Do NOT include any identifying information in your Plan. Information listed under the “Documented Performance” line may describe where the Contractor has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Community Values Capability 1 Claim: _____

Documented Performance: _____

Community Values Capability 2 Claim: _____

Documented Performance: _____

Community Values Capability 3 Claim: _____

Documented Performance: _____

Community Values Capability 4 Claim: _____

Documented Performance: _____

ATTACHMENT E

PRICE WORKSHEET

Instructions for Roseville RFP price worksheet

All proposers must fill out at least one proposal scenario price worksheet. Pages two and three may be filled out electronically using the attached Form version of this attachment. In addition, proposers also may complete the optional Additional alternate proposal scenario worksheet. Proposers may submit multiple scenarios.

Proposers may fill in the attached form or use their own in similar formats. However, the contents in the attached price worksheet must be included if alternative formats are submitted.

The basic revenue share formula outline within this RFP can be summarized as a portion of the Proposer's materials sales revenue from commodities less processing costs for these commodities. Alternative revenue sharing formula may be proposed. The City has a stated preference for using the specified published indexes as a means to simplify the accounting of proposed revenue share. Proposers can indicate from zero to 100 percent revenue share for percent of published price index. Thus, vendors can opt out of the revenue share component by simply inserting zero percent for the commodities for each scenario proposed. Alternate revenue sharing formula can be proposed, but these must be clear with examples for each alternate formula. Also, vendors proposing alternate revenue sharing formula must justify how the monitoring and accounting of the alternate formula will be at least as simple as the basic revenue share formula contained within this RFP.

The City will use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share back to the City from all proposers. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any revenue sharing proposals.

ATTACHMENT E – 1

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 3 Year Term

Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month

\$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 2

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 3 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 3

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month

\$ _____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 4

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 3 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month \$_____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 5

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 6

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 3 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 7

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 8

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 3 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$ _____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 9

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 3 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 10

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 3 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 11

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 5 Year Term

Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 12

CURBSIDE COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Curbside Collection Scenario – 5 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Single Unit Dwelling per Month \$ _____ per SUD

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 13

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month \$_____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 14

MULTI-UNIT DWELLING COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. Multi-Unit Dwelling Collection Scenario – 5 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Multi-unit dwelling per Month

\$ _____ per MUD pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 15

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 16

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Parking Lots – 5 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 17

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 18

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Adjacent to Buildings (walk up) – 5 Year Term City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 19

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 5 Year Term Contractor Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

ATTACHMENT E – 20

CITY PARK COLLECTION PRICE WORKSHEET

Company name: _____

Contact person/Title: _____

Address: _____

Phone: _____ E-mail: _____

A. City Park Collection Scenario: Trails & Pathways – 5 Year Term

City Owned Carts

☐ Single Stream Weekly

☐ Single Stream Every Other Week

☐ Other : _____

(Please list page of proposal where this is described) _____

Proposed price per Recycling Cart at a City Park per Month \$_____ per CART pull

B. Revenue Share Proposal

Revenue share percentage _____ % of published price index

Less processing cost per ton _____ per ton

C. Alternate Revenue Share Proposal (please detail – provide attachments if necessary)

Make additional copies of this form to propose more than one scenario.

Attachment F

Value Added Plan

Identify any options, ideas, alternatives, or suggestions to add value to this service. Include a short description of how it adds value to the project and identify if the items will increase or decrease cost or satisfaction. All cost impacts associated with these value added options must NOT be included in your base cost. You may add or delete rows if necessary, but do not exceed the two-page limit.

Item 1 Claim: _____

How will this add value? _____

Documented Performance: _____

Cost Impact: _____

Item 2 Claim: _____

How will this add value? _____

Documented Performance: _____

Cost Impact: _____

Item 3 Claim: _____

How will this add value? _____

Documented Performance: _____

Cost Impact: _____

Item 4 Claim: _____

How will this add value? _____

Documented Performance: _____

Cost Impact: _____

Item 5 Claim: _____

How will this add value? _____

Documented Performance: _____

Cost Impact: _____

Item 6 Claim: _____

How will this add value? _____

Documented Performance: _____

Cost Impact: _____

84. If you were going to move from your current home for upgrading, how committed would you be to stay in Roseville -- very committed, somewhat committed, not too committed or not at all committed?
- | | |
|--------------------------|-----|
| VERY COMMITTED..... | 49% |
| SOMEWHAT COMMITTED..... | 45% |
| NOT TOO COMMITTED..... | 5% |
| NOT AT ALL COMMITTED.... | 1% |
| DON'T KNOW/REFUSED..... | 1% |
85. And, if you were going to move from your current home for downsizing, how committed would you be to stay in Roseville -- very committed, somewhat committed, not too committed, or not at all committed?
- | | |
|--------------------------|-----|
| VERY COMMITTED..... | 51% |
| SOMEWHAT COMMITTED..... | 43% |
| NOT TOO COMMITTED..... | 4% |
| NOT AT ALL COMMITTED.... | 1% |
| DON'T KNOW/REFUSED..... | 2% |

IF "NOT TOO COMMITTED" OR "NOT AT ALL COMMITTED" IN QUESTIONS #84 OR #85, ASK: (n=21)

86. Is there anything missing or could be improved in Roseville that would make you committed to staying?

NO, 33%; LOWER PROPERTY TAXES, 33%; IMPROVE SAFETY, 14%; MORE PARKS AND TRAILS, 5%; MORE DIVERSITY, 14%.

Changing topics....

The City contracts with a local company for curbside recycling services. Currently, residents are provided a single-sort recycling cart, and recyclables are picked up every two weeks.

87. Do you participate in the curbside recycling program by separating recyclable items from the rest of your garbage?
- | | |
|-------------------------|-----|
| YES..... | 75% |
| NO..... | 25% |
| DON'T KNOW/REFUSED..... | 1% |

IF "NO," ASK: (n=99)

88. Could you tell me one or two reasons why your household does not participate in the curbside recycling program?

UNSURE, 1%; DON'T HAVE ENOUGH, 40%; DON'T WANT TO SEPARATE FROM GARBAGE, 18%; BUILDING/ASSOCIATION TAKES CARE OF, 13%; DON'T RECYCLING, 27%.

89. Are there any changes or improvements in the service which could be made to induce you to participate in it?

DON'T KNOW/REFUSED, 3%; NO, 96%; DON'T SEPARATE FROM GARBAGE, 1%.

IF "YES" IN QUESTION #87, ASK: (n=298)

90. How often do you put recycle-ables out for collection -- every two weeks, monthly, or less often?
- | | |
|-------------------------|-----|
| EVERY TWO WEEKS..... | 72% |
| MONTHLY..... | 27% |
| LESS OFTEN..... | 2% |
| DON'T KNOW/REFUSED..... | 0% |

When you think of the recyclables your household generates...

91. Would you favor or oppose a change to an every week collection schedule for recyclables? (WAIT FOR RESPONSE) Do you feel strongly that way?
- | | |
|-------------------------|-----|
| STRONGLY FAVOR..... | 6% |
| FAVOR..... | 20% |
| OPPOSE..... | 63% |
| STRONGLY OPPOSE..... | 7% |
| DON'T KNOW/REFUSED..... | 5% |

IF "STRONGLY FAVOR" OR "FAVOR, ASK: (n=77)

92. Would you still favor a change to an every week recycling collection schedule if it increased your costs?
- | | |
|-------------------------|-----|
| YES..... | 53% |
| NO..... | 36% |
| DON'T KNOW/REFUSED..... | 10% |

93. Are there any changes or improvements in the curbside recycling program you would like to see?

NO, 87%; MORE TIMELY PICKUP, 4%; BIGGER CONTAINERS, 6%; SCATTERED, 2%

As you may know, some cities have begun a curbside collection program for compostable waste called "organics," such as food scraps and non-recyclable paper.

94. Do you support or oppose a curbside collection program for compostable waste for an additional fee? (WAIT FOR RESPONSE) Do you feel strongly that way?
- | | |
|-------------------------|-----|
| STRONGLY SUPPORT..... | 5% |
| SUPPORT..... | 27% |
| OPPOSE..... | 41% |
| STRONGLY OPPOSE..... | 8% |
| DON'T KNOW/REFUSED..... | 20% |

IF A RESPONSE IS GIVEN, ASK: (n=318)

95. Why do you feel that way?

DON'T KNOW/REFUSED, 4%; DON'T WANT AN ADDITIONAL FEE, 32%; HOUSEHOLD WOULD USE, 6%; HOUSEHOLD WOULD NOT USE, 15%; BETTER FOR THE ENVIRONMENT, 31%; DON'T WANT TO SEPARATE, 8%; BAD ODORS, 5%.

96. If a curbside collection program for compostable waste was available, how likely would your household be to participate in it - very likely, somewhat likely, not too likely or not at all likely?

VERY LIKELY.....	12%
SOMEWHAT LIKELY.....	38%
NOT TOO LIKELY.....	22%
NOT AT ALL LIKELY.....	25%
DON'T KNOW/REFUSED.....	4%

Continuing....

97. How would you rate the City's overall performance in communicating key local issues to residents in its publications, website, mailings, and on cable television -- excellent, good, only fair, or poor?

EXCELLENT.....	16%
GOOD.....	77%
ONLY FAIR.....	6%
POOR.....	0%
DON'T KNOW/REFUSED.....	1%

98. What is your primary source of information about the City of Roseville?

DON'T KNOW/REFUSED.....	0%
NONE.....	7%
CITY NEWSLETTER.....	44%
LOCAL NEWSPAPER.....	17%
CITY WEBSITE.....	14%
CABLE TELEVISION.....	3%
WORD OF MOUTH.....	9%
PIONEER PRESS.....	6%

99. How would you most prefer to receive information about Roseville City Government and its activities -- (ROTATE) e-mail, information on the city's website, city publications and newsletters, mailings to your home, local weekly newspaper coverage, cable television programming, the city's Facebook page, the City's Twitter feed or Nextdoor?

E-MAIL.....	19%
CITY WEBSITE.....	16%
PUBLICATIONS/NEWSLTRS..	31%
MAILINGS TO HOME.....	22%
LOCAL WEEKLY PAPERS.....	7%
CABLE TV.....	3%
CITY FACEBOOK PAGE.....	0%
TWITTER.....	0%
NEXTDOOR.....	0%
PIONEER PRESS.....	2%

REQUEST FOR COUNCIL ACTION

Date: June 20, 2016
Item No.:

Department Approval



City Manager Approval

Item Description: Public Works, Environment, and Transportation Commission Joint Meeting with the City Council

BACKGROUND

Each year, the Public Works, Environment, and Transportation Commission meets with the City Council to review activities and accomplishments and to discuss the upcoming year's work plan and issues that may be considered. The following are activities of the past year and issues the Commission would like to take up in the next year:

Activities and accomplishments:

- o Water and Sewer Service Maintenance Responsibility and Issues
- o Leaf Disposal Outreach and Education Discussion (see attached flyer)
- o Continued discussion on City Campus Solar and Solar Gardens
- o Stormwater, Water and Sewer Policy Recommendations
- o Stormwater Project and Water Booster Tour
- o Attendance at Living Streets and Recycling Workshop (hosted by Ramsey County and Alliance for Sustainability)
- o Recycling RFP review and recommendations

Work Plan items for the upcoming year:

- o Review of Recycling Proposals
- o Transit accessibility and service levels – review of A Line operations
- o Continued discussion and review of Pathways and bike path planning and connections
- o Continued discussion of City Campus Solar
- o Sewer and Water Services
- o Expanding Recycling / Organics Recycling

Questions or Concerns for the City Council:

- o Are some rights-of-way and easement areas too large and do they negatively impact private lots and potential improvements of private residences?
- o Should the Commission discuss other recycling components, such as providing organics recycling options if curbside pickup isn't a feasible option in our next recycling contract?

- 27 o Does the Council want to provide more direction on future discussions regarding sewer
28 and water services? (In March of 2016, Council did direct staff to look into the possibility
29 of offering/conducting the lining of private sewer services up to some point. Staff will be
30 returning to the PWETC with this item at a future meeting)

Prepared by: Marc Culver, Public Works Director

Attachments: A: Meeting topic summary

 B: Leaf disposal flyer

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: June 28, 2016

Item No: 8

Item Description: Look Ahead Agenda Items/ Next Meeting July 26, 2016

Suggested Items:

- Asset Management Program Review
- Update on Campus Solar Project

Recommended Action:

Set preliminary agenda items for the July 26, 2016 Public Works, Environment & Transportation Commission meeting.