

November 13, 2018
File No. 020572218

Ms. Kristy Smith
Buncombe County Solid Waste Department
81 Panther Branch Road
Alexander, North Carolina 28701

Subject: Proposal for Professional Services
Title V Reporting Activities (CY2019)
Title V Operating Permit 10398T01
Buncombe County Landfill II

Dear Ms. Smith:

Per your request, SCS Engineers, PC (SCS) is pleased to provide Buncombe County Solid Waste Management Department (County), with the following proposal to prepare and submit the following calendar year (CY) 2019 Title V required submittals for the County's active Landfill (Landfill), currently subject to the Title V Operating Permit Number 10398T01. Routinely occurring federal greenhouse gas (GHG) reporting, although not expressly stipulated as a Title V requirement is included in this proposal since the Landfill is required to submit a GHG emissions report during this specified period.

SCOPE OF SERVICES

Reporting obligations included in this proposal are as follows:

- Title V Semiannual Letter Reports
 - Regulatory due dates: **January 30, 2019** for the period of July-December 2018 and **July 30, 2019** for January - June 2019
- Non-Methane Reporting Update Report for calendar year 2018
 - Due: **January 25, 2019**
- Annual Compliance Certification certifying calendar year 2018
 - Regulatory due date: **March 1, 2019**
- Annual Emissions Inventory for calendar year 2018
 - Regulatory due date: **June 30, 2019**
- Annual Federal Greenhouse Gas Report for calendar year 2018
 - Regulatory due date: **April 1, 2019** (typically March 31 of each year except when that date falls on a non-business date, at which time, the due date is extended to the next business day)



- General Title V Consulting Services
 - From time to time, compliance issues (related to monitoring, inspections, non-routine requests from the regulator) may arise that require the input of SCS. Typical efforts may involve preparation of Title V Compliance documentation for NCDEQ-DAQ regulatory personnel, reviewing rules and record keeping, making recommendations, or other general compliance consulting that do not fall in the routine reporting categories noted above. Such efforts may also involve responding to questions and comments received from NCDEQ-DAQ personnel. As such, a time and materials task to address these issues is appropriate to provide timely response and to avoid additional administrative actions required for new or revised task orders which may slow an urgent response. Services under this task would be conducted only after receiving a written authorization from the County. For budgeting purposes, we suggest an allowance of \$7,500 be allocated for this miscellaneous services task.

COST ESTIMATE

SCS proposes to complete this work as noted in the table below. Costs categorized by task are also included on the attached County Task Order document.

Task	Cost	Billing Basis
Semiannual Letter Report	\$2,000 each for 2 (Total \$4,000)	Lump Sum
Annual Compliance Certification	\$4,500	Lump Sum
NMOC Report	\$3,400	Lump Sum
Federal GHG Reporting	\$5,000	Lump Sum
Air Emissions Inventory	\$8,000	Lump Sum
General Title V Consulting Services	\$7,500	Time & Materials
TOTAL	\$32,400	

A formal Task Order document is enclosed with this cover letter.

SCS is ready to begin work on this project following your approval. Please be aware that completion of these reports require site-specific information from the County, and delays of receiving this information can delay submittal of the reports.

Kristy Smith
November 13, 2018
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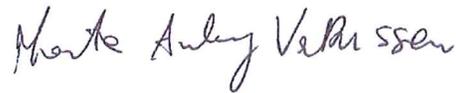
CLOSING

Thank you for the opportunity to provide continued services to Buncombe County. If you have any questions, please contact either of the undersigned at 828-285-8951.

Sincerely,



David Greene, P.E.
Project Manager
SCS Engineers, P.C.



Marta VanDussen, E.I.
Project Professional
SCS Engineers, P.C.

dsg/MAV

cc: Ed Hilton – SCS Engineers

Encl. Task Order Document (19-14)

EXHIBIT C
Task Order Number 19-14
Title V Compliance Reporting
Buncombe County Solid Waste Department

SCOPE OF SERVICES

Scope of Work Description

SCS Engineers, P.C. (SCS) proposes to assist the Buncombe County Solid Waste Management Department (County) with specified air-regulation related to Title V compliance and upcoming reporting as listed below for the County's active landfill. Under this Task Order, SCS will (for the 2018 reporting year):

- Prepare and, following County review and approval, submit two (2) Semiannual Letter Reports
- Prepare and, following County review and approval, submit Title V annual compliance certification
- Prepare and, following County review and approval, submit annual NMOC report
- Prepare and, following County review and approval, submit annual air emissions inventory
- Prepare and, following County review and approval, electronically submit federal greenhouse gas reporting
- Maintain a general consulting work task for non-routine Title V and air compliance needs that may arise during the fiscal year. This task will be used on an as-needed basis and only after specific authorization from the County is granted.

Deliverables and Schedule

Work will commence within 3 business days of notice-to-proceed and will be completed by December 31, 2019.

Deliverables are specified above under Scope of Work Description heading

Proposed Schedule: Start work within 3 business days of notice-to-proceed

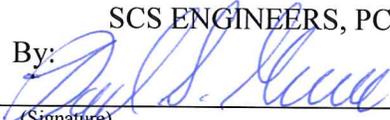
SCS will work closely with County personnel to provide adequate time for review before submittal is due by the regulatory specified date

- Semiannual reports regulatory due dates: January 30, 2019 for the period of July-December 2018 and July 30, 2019 for January – June 2019
- NMOC Report regulatory due date: January 25, 2019
- Annual Compliance Certification regulatory due date: March 1, 2019
- Annual Emissions Inventory regulatory due date: June 30, 2019
- Federal GHG reporting regulatory due date: April 1, 2019 (typically March 31 of each year except when that date falls on a non-business date, at which time, the due date is extended to the next business day).
- General air consulting: only as needed and as authorized by Landfill personnel

Compensation

Compensation to the Contractor for services performed under this Task Order will be in accordance with the (lump sum) of time and materials (all tasks except the general consulting task are lump sum; the general consulting task is on a time and materials basis) invoice method and shall be based upon the fees as set out in the Agreement.

SCS ENGINEERS, PC proposes to complete these Tasks for a fee not-to-exceed of \$32,400. This fee, which is based on the assumptions provided in this Task Order proposal, shall not be exceeded without written authorization from the County.

<p>BUNCOMBE COUNTY BOARD OF COUNTY COMMISSIONERS</p> <p>By: _____</p> <p>(Signature)</p> <p>_____</p> <p>(Printed Name)</p> <p>_____</p> <p>(Title)</p> <p>_____</p> <p>(Date)</p>	<p>CONTRACTOR SCS ENGINEERS, PC</p> <p>By:  _____</p> <p>(Signature)</p> <p>David S. Greene. PE</p> <p>(Printed Name)</p> <p>Project Manager</p> <p>(Title)</p> <p>11/13/18</p> <p>(Date)</p>
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THIS INSTRUMENT HAS BEEN PRE-AUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT AND FISCAL CONTROL ACT

Finance Director

Approved as to form

County Attorney/County Staff Attorney