

Payments	2017	2018	2019	2020	2021-Aug	Total Project
Tom Wright	\$ 80,000	\$ 61,079	\$ 63,000	\$ 115,500	\$ 60,688	\$ 380,267
Gauger & Assoc	\$ 16,680	\$ 14,283	\$ 7,642	\$ 48,611	\$ 10,044	\$ 97,260
John Katovich	\$ 5,000	\$ 9,000	\$ 12,000	\$ 12,000	\$ 9,000	\$ 47,000
Cutting Edge	\$ -	\$ 11,020	\$ 25,321	\$ 96,807	\$ 48,651	\$ 181,799
Yearly Totals	\$ 103,697	\$ 97,400	\$ 109,982	\$ 274,938	\$ 128,383	\$ 714,400

Payments - Total						
Tom Wright	\$ 80,000.00	\$ 141,079.00	\$ 204,079.00	\$ 319,579.00	\$ 380,267.00	
Gauger & Assoc	\$ 16,680.00	\$ 30,963.00	\$ 38,605.00	\$ 87,216.00	\$ 97,260.00	
John Katovich	\$ 5,000.00	\$ 14,000.00	\$ 26,000.00	\$ 38,000.00	\$ 47,000.00	
Cutting Edge	\$ -	\$ 11,020.00	\$ 36,341.00	\$ 133,148.00	\$ 181,799.00	

Payments	2017	2018	2019	2020	2021-Aug	Total Project
OPR	\$ -	\$ -	\$ -	\$ 28,792	\$ 295,737	\$ 324,529
Yearly Totals	\$ -	\$ -	\$ -	\$ 28,792	\$ 295,737	\$ 324,529

Payments - Total						
OPR	\$ -	\$ -	\$ -	\$ 28,792.00	\$ 324,529.00	\$ 324,529.00

2017-Aug 2021	\$ 1,038,929
Sept - Dec 2021	\$ 204,000
Total Start Up	\$ 1,242,929

	Sept	Oct	Nov	Dec	
Bayshore Rent	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	
Storetown Rent	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Delta Rent	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	
OPR Staff	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
OBRC	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000	\$ 204,000

**SF Environment**

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Accounting Payment Form

Fiscal Year 2019-2020 (07/01/19 - 06/30/20)

VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388**Is your purchase compliant with green purchasing ordinances?**
☒ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
☐ **NO**
☐ **NOT APPLICABLE** because not listed at sfapproved.org
TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
41-A	0000208829	527990	13990/10000	10026725/0010	\$19,605.89
41-B	0000211272	527990	12230/10001	10029301/0002	\$22,431.50
41-C	0000390299	527990	14000/15740	10016233/0001	\$8,804.82

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$50,842.21**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

41-A Zero Waste Technical Assistance and Analysis for December 2019.

41-B Improving CRV convenience

41-C Refuse Rate Application Analysis & Financial Review, technical review of Recology

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature Jack Macy Date 2/14/20**2.) REVIEWED BY:**Program manager (print) ROBERT HALEYSignature RM Date 2/14/20

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah RaphaelSignature Deborah D. Raphael Date 2/20/2020**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 41
 Invoice Date: 1/30/20
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: December 1-December 31, 2019

Task Order No.: 1E
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$1,058.36
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$0.00
 Task Order No.: 3B
 Task Order Fee: \$45,952.31
 Remaining Task Order Fee: \$40,641.82
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$0.00
 Task Order No.: 5B
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$190,749.33
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$0.00

INVOICE TOTAL: \$50,842.21

Zero Waste Analysis (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	4.00	159.44	\$637.78	\$637.78
Cascadia Consulting	Maddie Seibert	2020 Generation Study	4.00	95.00	\$380.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study	1.00	196.27	\$196.27	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	3.00	196.27	\$588.81	
Cascadia Consulting	Jess Halter	2020 Generation Study	4.25	104.03	\$442.13	
Cascadia Consulting	Dieter Eckels	2020 Generation Study	3.50	196.27	\$686.95	\$2,294.15
Phoenix Rising Resourc	Calla Rose Ostrander	Roots Tool		125.00	\$0.00	\$0.00
R3 Consulting Group	Rose Radford	DRS Tonnage Review	1.75	131.13	\$229.48	\$229.48
Total Hours x Rate			21.50		\$3,161.41	\$3,161.41

Zero Waste Assistance (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance		196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	4.50	196.27	\$883.22	
Cascadia Consulting	Keith Dews	Zero Waste Assistance		97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	21.25	87.55	\$1,860.44	
Cascadia Consulting	Eddi Ashley	Zero Waste Assistance	1.75	85.00	\$148.75	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	2.25	104.03	\$234.07	
Cascadia Consulting	Kirstin Havin	Zero Waste Assistance	11.00	110.00	\$1,210.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	15.25	103.00	\$1,570.75	\$5,907.22
Environmental Science	Larry Kass	Zero Waste Assistance	19.00	147.52	\$2,802.88	\$2,802.88
Independent	John Hanscom	Zero Waste Assistance	29.50	103.81	\$3,062.40	\$3,062.40
Independent	Annette Poliwka	Zero Waste Assistance	5.25	92.70	\$486.68	\$486.68
Independent	Alina Bekkerman	Zero Waste Assistance	1.50	75.00	\$112.50	\$112.50
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	30.75	81.95	\$2,519.96	\$2,519.96
Enviroolutions	Laura McKaughan	Zero Waste Assistance	13.75	95.48	\$1,312.85	
Enviroolutions	Alejandra Warren	Zero Waste Assistance	4.00	60.00	\$240.00	
Enviroolutions	Alona Harris	Zero Waste Assistance		50.00	\$0.00	\$1,552.85
Lan Do	Common languages	Zero Waste Assistance		70.00	\$0.00	
Lan Do	Non-common languages	Zero Waste Assistance		80.00	\$0.00	\$0.00
Total Hours x Rate			159.75		\$16,444.48	\$16,444.48

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2

Architecture, Engineering, and Professional Services

FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 1/30/20

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 12/1/2019

To: 12/31/2019

Progress Payment No: 41

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$50,842.21</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$50,842.21</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,538,634.13</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,589,476.33</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>53.0%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

1/30/20
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G÷E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-164,692.15	135,307.85	637.78	44,797.07	33.1%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	8,201.37	224,771.08	37.5%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	2,802.88	290,531.06	83.0%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	9,034.30	146,502.67	58.6%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	3,062.40	154,456.93	51.5%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	486.68	20,916.90	69.7%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	2,519.96	94,016.19	52.2%
Laura McLaughan/Enviroolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	1,552.85	99,982.65	50.0%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	220,579.29	95.9%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	38,605.38	124.7%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	26,000.00	52.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	14,181.50	51,766.00	51.8%
Cutting Edge Counsel	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkerman	Zero Waste Assistance	0.00	30,000.00	30,000.00	112.50	543.75	1.8%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	50,842.21	1,589,476.33	53.0%
	LBE Subtotals				2,519.96	126,735.34	8.0%
	Professional Fees				50,842.21	1,587,753.58	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	50,842.21	1,589,476.33	53.0%

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Accounting Payment Form

Fiscal Year _____

VENDOR _____

VENDOR NUMBER _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

☐ Task order attached☐ Invoice attached**TOTAL AMOUNT** _____

DESCRIPTION OF TRANSACTION (Please be as detailed and complete as possible.) _____

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature _____ Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



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Accounting Payment Form

Fiscal Year _____

VENDOR _____

VENDOR NUMBER _____

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- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

☐ Task order attached

☐ Invoice attached

TOTAL AMOUNT _____

DESCRIPTION OF TRANSACTION (Please be as detailed and complete as possible.) _____

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature *Kelany Nyan* Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

**SF Environment**

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Accounting Payment Form

Fiscal Year _____

VENDOR _____

VENDOR NUMBER _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

☐ Task order attached☐ Invoice attached**TOTAL AMOUNT** _____

DESCRIPTION OF TRANSACTION (Please be as detailed and complete as possible.) _____

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature _____ Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 44
 Invoice Date: 4/25/20
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: March 1 - March 31, 2020

Task Order No.: 1F
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$34,621.76
 Task Order No.: 3B
 Task Order Fee: \$45,952.31
 Remaining Task Order Fee: \$23,939.17
 Task Order No.: 5B
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$145,035.08
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$22,299.00

INVOICE TOTAL: \$40,257.43

Zero Waste Analysis (Task Order 1F)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	3.00	159.44	\$478.33	\$478.33
Cascadia Consulting	Maddie Seibert	CalRecycle Food Waste Reduction	45.25	95.00	\$4,298.75	
Cascadia Consulting	Julia Chang Frank	CalRecycle Food Waste Reduction	6.50	196.27	\$1,275.76	
Cascadia Consulting	Kristina Zeynalova	CalRecycle Food Waste Reduction	0.25	103.00	\$25.75	
Cascadia Consulting	Julie Bryant	2020 Generation Study		196.27	\$0.00	
Cascadia Consulting	Jess Halter	2020 Generation Study		104.03	\$0.00	
Cascadia Consulting	Eddie Ashley	2020 Generation Study		85.00	\$0.00	
Cascadia Consulting	Dieter Eckels	2020 Generation Study		196.27	\$0.00	\$5,600.26
Phoenix Rising Resourc	Calla Rose Ostrander	Roots Tool		125.00	\$0.00	\$0.00
R3 Consulting Group	Garth Schultz	DRS Tonnage Review		207.62	\$0.00	
R3 Consulting Group	Rose Radford	DRS Tonnage Review	1.50	131.13	\$196.70	\$196.70
Total Hours x Rate			56.50		\$6,275.28	\$6,275.282

Zero Waste Assistance (Task Order 1F)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance		196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	3.00	196.27	\$588.81	
Cascadia Consulting	Keith Dews	Zero Waste Assistance		97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	19.25	87.55	\$1,685.34	
Cascadia Consulting	Eddie Ashley	Zero Waste Assistance		85.00	\$0.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	6.50	104.03	\$676.20	
Cascadia Consulting	Kirstin Havin	Zero Waste Assistance	12.50	110.00	\$1,375.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	20.50	103.00	\$2,111.50	\$6,436.84
Environmental Science	Larry Kass	Zero Waste Assistance	24.50	147.52	\$3,614.24	\$3,614.24
Independent	John Hanscom	Zero Waste Assistance	22.00	103.81	\$2,283.82	\$2,283.82
Independent	Annette Poliwka	Zero Waste Assistance	7.75	92.70	\$718.43	\$718.43
Independent	Alina Bekkerman	Zero Waste Assistance		75.00	\$0.00	\$0.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	11.75	81.95	\$962.91	\$962.91
Enviroolutions	Laura McKaughan	Zero Waste Assistance	10.25	95.48	\$978.67	
Enviroolutions	Alejandra Warren	Zero Waste Assistance		60.00	\$0.00	
Enviroolutions	Alona Harris	Zero Waste Assistance		50.00	\$0.00	\$978.67
Lan Do	Common languages	Zero Waste Assistance		70.00	\$0.00	
Lan Do	Non-common languages	Zero Waste Assistance		80.00	\$0.00	\$0.00
Total Hours x Rate			138.00		\$14,994.91	\$14,994.910

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Technical Review of Recology	9.50	207.62	\$1,972.39	
R3 Consulting Group	Emily Ginsburg		35.50	131.13	\$4,655.12	
R3 Consulting Group	Claire Wilson		21.00	131.13	\$2,753.73	\$9,381.24
Total Hours x Rate			66.00		\$9,381.24	\$9,381.235

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)				\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)				\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$1,356.00	\$1,356.00
Gauger + Associates		Instructions & FAQ Development				\$0.00
Total Hours x Rate			66.00		\$9,606.00	\$9,606.00

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Clean Water Fund	Samantha Sommer	Program Manager		65.00	\$0.00	
	Grace Lee	ReThink Disposable Specialist		50.00	\$0.00	
	Dianne Akabli	Financial Support		55.00	\$0.00	
	TBD	Translator		90.00	\$0.00	\$0.00
					\$0.00	\$0.000
GRAND TOTAL						\$40,257.43



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 4/25/20

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 3/1/2020

To: 3/31/2020

Progress Payment No: 44

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$40,257.43</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$40,257.43</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,694,608.83</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,734,866.26</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>57.8%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

4/25/20
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G÷E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-164,692.15	135,307.85	478.33	49,072.62	36.3%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	12,037.10	256,487.72	42.7%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	3,614.24	299,972.34	85.7%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	9,577.93	173,272.82	69.3%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	2,283.82	164,189.12	54.7%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	718.43	25,505.55	85.0%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	962.91	97,908.82	54.4%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	978.67	104,540.24	52.3%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	245,329.29	106.7%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	40,461.63	130.7%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	29,000.00	58.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	1,356.00	64,874.00	64.9%
Clean Water Fund	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	32,691.00	130.8%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkerman	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	543.75	1.8%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	40,257.43	1,734,866.26	57.8%
	LBE Subtotals				962.91	130,627.97	7.5%
	Professional Fees				40,257.43	1,733,143.51	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	40,257.43	1,734,866.26	57.8%

**SF Environment**

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

Accounting Payment Form

Fiscal Year _____

VENDOR _____

VENDOR NUMBER _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

☐ Task order attached☐ Invoice attached**TOTAL AMOUNT** _____

DESCRIPTION OF TRANSACTION (Please be as detailed and complete as possible.) _____

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature Jack Wilson Date _____**2.) REVIEWED BY:**

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 45
 Invoice Date: 5/29/20
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: April 1 - April 30, 2020

Task Order No.: 1F
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$37,153.77
 Task Order No.: 3B
 Task Order Fee: \$45,952.31
 Remaining Task Order Fee: \$20,075.75
 Task Order No.: 5B
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$97,122.51
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$22,299.00
 Task Order No.: 9
 Task Order Fee: \$17,000.00
 Remaining Task Order Fee: \$14,371.12

INVOICE TOTAL: \$83,294.86

Zero Waste Analysis (Task Order 1F)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study		159.44	\$0.00	\$0.00
Cascadia Consulting	Maddie Seibert	CalRecycle Food Waste Reduction	65.00	95.00	\$6,175.00	
Cascadia Consulting	Julia Chang Frank	CalRecycle Food Waste Reduction	12.00	196.27	\$2,355.24	
Cascadia Consulting	Kristina Zeynalova	CalRecycle Food Waste Reduction	1.75	103.00	\$180.25	
Cascadia Consulting	Julie Bryant	2020 Generation Study	1.50	196.27	\$294.41	
Cascadia Consulting	Jess Halter	2020 Generation Study		104.03	\$0.00	
Cascadia Consulting	Eddie Ashley	2020 Generation Study		85.00	\$0.00	
Cascadia Consulting	Dieter Eckels	2020 Generation Study	0.50	196.27	\$98.14	\$9,103.03
Phoenix Rising Resource	Calla Rose Ostrander	Roots Tool		125.00	\$0.00	\$0.00
R3 Consulting Group	Garth Schultz	DRS Tonnage Review	1.25	207.62	\$259.53	
R3 Consulting Group	Rose Radford	DRS Tonnage Review	3.25	131.13	\$426.17	\$685.70
Total Hours x Rate			85.25		\$9,788.73	\$9,788.73

Zero Waste Assistance (Task Order 1F)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance		196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	5.50	196.27	\$1,079.49	
Cascadia Consulting	Keith Dews	Zero Waste Assistance		97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	24.50	87.55	\$2,144.98	
Cascadia Consulting	Eddie Ashley	Zero Waste Assistance		85.00	\$0.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	7.75	104.03	\$806.23	
Cascadia Consulting	Kirstin Hervin	Zero Waste Assistance	1.75	135.00	\$236.25	
Cascadia Consulting	Kirstin Hervin	Back-billing correction	98.25	25.00	\$2,456.25	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	1.00	103.00	\$103.00	\$6,826.19
Environmental Science	Larry Kass	Zero Waste Assistance	0.50	147.52	\$73.76	\$73.76
Independent	John Hanscom	Zero Waste Assistance		103.81	\$0.00	\$0.00
Independent	Annette Poliwka	Zero Waste Assistance		92.70	\$0.00	\$0.00
Independent	Alina Bekkerman	Zero Waste Assistance	8.00	75.00	\$600.00	\$600.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	2.25	81.95	\$184.39	\$184.39
Enviroolutions	Laura McKaughan	Zero Waste Assistance	13.25	95.48	\$1,265.11	
Enviroolutions	Alejandra Warren	Zero Waste Assistance		60.00	\$0.00	
Enviroolutions	Alona Harris	Zero Waste Assistance		50.00	\$0.00	\$1,265.11
Lan Do	Common languages	Zero Waste Assistance		70.00	\$0.00	
Lan Do	Non-common languages	Zero Waste Assistance		80.00	\$0.00	\$0.00
Total Hours x Rate			162.75		\$8,949.45	\$8,949.45

Refuse Rate Application Analysis and Financial Review (Task Order 3B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Technical Review of Recology	4.50	207.62	\$934.29	
R3 Consulting Group	Emily Ginsburg			131.13	\$0.00	
R3 Consulting Group	Claire Wilson		26.50	131.13	\$3,474.95	\$4,409.24
Total Hours x Rate			31.00		\$4,409.24	\$4,409.24

Zero Waste Assistance for Improving CRV Convenience (Task Order 5B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$3,000.00	\$3,000.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$3,000.00	\$3,000.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$10,983.00	\$10,983.00
Gauger + Associates		Mobile Trailer Design, Web Design, Infographic Animation, Blue Bag Sleeve			\$32,285.57	\$32,285.57
Total Hours x Rate			66.00		\$57,518.57	\$57,518.57

ReThink Disposable District 7 Project (Task Order 7)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Clean Water Fund	Samantha Sommer	Program Manager		65.00	\$0.00	
	Grace Lee	ReThink Disposable Specialist		50.00	\$0.00	
	Dianne Akabli	Financial Support		55.00	\$0.00	
	TBD	Translator		90.00	\$0.00	\$0.00
					\$0.00	\$0.00

C&D Generation Reduction and Redistribution (Task Order 9A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
BrightWorks	Chris Hammer	C&D generation reduction research	21.00	\$110.00	\$2,310.00	\$2,310.00
Independent	Randall Russell	C&D generation reduction research		\$90.18	\$0.00	\$0.00
GreenLynx	Nicole Tai	C&D generation reduction research		\$125.00	\$0.00	\$0.00
Abbe & Associates	Ruth Abbe	C&D generation reduction research	2.00	\$159.44	\$318.88	\$318.88
Total Hours x Rate			23.00		\$2,628.88	\$2,628.88
GRAND TOTAL						\$83,294.86



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 5/29/20

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 4/1/2020

To: 4/30/2020

Progress Payment No: 45

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$83,294.86</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$83,294.86</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,734,866.26</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,818,161.12</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>60.6%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

5/29/20
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G÷E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-166,692.15	133,307.85	3,318.88	52,391.50	39.3%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	15,929.22	272,416.95	45.4%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	73.76	300,046.10	85.7%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	5,094.93	178,367.75	71.3%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
BrightWorks Sustainability	Zero Waste Analysis	150,000.00	0.00	150,000.00	2,310.00	2,310.00	1.5%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	0.00	164,189.12	54.7%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	25,505.55	85.0%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	184.39	98,093.21	54.5%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	1,265.11	105,805.35	52.9%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	253,579.29	110.3%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	32,285.57	72,747.20	234.9%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	3,000.00	32,000.00	64.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	10,983.00	75,857.00	75.9%
Clean Water Fund	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	32,691.00	130.8%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkerman	Zero Waste Assistance	0.00	30,000.00	30,000.00	600.00	1,143.75	3.8%
GreenLynx	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	0.00	0.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	83,294.86	1,818,161.12	60.6%
	LBE Subtotals				2,494.39	133,122.35	7.3%
	Professional Fees				83,294.86	1,816,438.37	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	83,294.86	1,818,161.12	60.6%

**SF Environment**

Our home. Our city. Our planet.

A Department of the City and County of San Francisco

Accounting Payment Form

Fiscal Year _____

SUPPLIER _____

SUPPLIER ID _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment (compliant city supplier)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

Invoice attached

Invoice Recd Date _____

TOTAL AMOUNT: _____

Task Order attached

CMD Form 7 attached

DESCRIPTION OF TRANSACTION (254 characters max. Please be as detailed and complete as possible.)

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature _____ Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 47
 Invoice Date: 7/21/20
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: June 1 - June 30, 2020

Task Order No.: 1F
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$22,804.89
 Task Order No.: 3B
 Task Order Fee: \$45,952.31
 Remaining Task Order Fee: \$19,879.04
 Task Order No.: 5B
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$50,899.82
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$8,537.00
 Task Order No.: 8
 Task Order Fee: \$6,881.00
 Remaining Task Order Fee: \$0.00
 Task Order No.: 9
 Task Order Fee: \$17,000.00
 Remaining Task Order Fee: \$10,562.24

INVOICE TOTAL: \$26,284.65

Zero Waste Analysis (Task Order 1F)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	2.00	159.44	\$318.89	\$318.89
Cascadia Consulting	Maddie Seibert	CalRecycle Food Waste Reduction	7.00	95.00	\$665.00	
Cascadia Consulting	Terry Ng	CalRecycle Food Waste Reduction	6.75	87.55	\$590.96	
Cascadia Consulting	Julia Chang Frank	CalRecycle Food Waste Reduction		196.27	\$0.00	
Cascadia Consulting	Kristina Zeynalova	CalRecycle Food Waste Reduction		103.00	\$0.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study		196.27	\$0.00	
Cascadia Consulting	Jess Halter	2020 Generation Study		104.03	\$0.00	
Cascadia Consulting	Eddie Ashley	2020 Generation Study		85.00	\$0.00	
Cascadia Consulting	Dieter Eckels	2020 Generation Study		196.27	\$0.00	\$1,255.96
Phoenix Rising Resource	Calla Rose Ostrander	Roots Tool		125.00	\$0.00	\$0.00
BrightWorks	Chris Hammer	Zero Waste Assistance		110.00	\$0.00	\$0.00
R3 Consulting Group	Garth Schultz	DRS Tonnage Review		207.62	\$0.00	
R3 Consulting Group	Ryan Calkins	DRS Tonnage Review		131.13	\$0.00	
R3 Consulting Group	Rose Radford	DRS Tonnage Review	5.00	131.13	\$655.65	\$655.65
Total Hours x Rate			20.75		\$2,230.50	\$2,230.50

Zero Waste Assistance (Task Order 1F)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance		196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	2.50	196.27	\$490.68	
Cascadia Consulting	Keith Dews	Zero Waste Assistance		97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	1.00	87.55	\$87.55	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	1.00	104.03	\$104.03	
Cascadia Consulting	Kirstin Hervin	Zero Waste Assistance	2.00	135.00	\$270.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	1.25	103.00	\$128.75	\$1,081.01
Environmental Science	Larry Kass	Zero Waste Assistance	0.00	147.52	\$0.00	\$0.00
Independent	John Hanscom	Zero Waste Assistance	0.00	103.81	\$0.00	\$0.00
Independent	Annette Poliwka	Zero Waste Assistance	0.00	92.70	\$0.00	\$0.00
Independent	Alina Bekkerman	Zero Waste Assistance	8.50	75.00	\$637.50	\$637.50
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	0.00	81.95	\$0.00	\$0.00
Enviroolutions	Laura McKaughan	Zero Waste Assistance	5.50	95.48	\$525.14	
Enviroolutions	Alejandra Warren	Zero Waste Assistance		60.00	\$0.00	
Enviroolutions	Alona Harris	Zero Waste Assistance		50.00	\$0.00	\$525.14
Lan Do	Common languages	Zero Waste Assistance		70.00	\$0.00	
Lan Do	Non-common languages	Zero Waste Assistance		80.00	\$0.00	\$0.00
Total Hours x Rate			21.75		\$2,243.65	\$2,243.65

Refuse Rate Application Analysis and Financial Review (Task Order 3B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Technical Review of Recology		207.62	\$0.00	
R3 Consulting Group	Emily Ginsburg	Technical Review of Recology		131.13	\$0.00	
R3 Consulting Group	Claire Wilson	Technical Review of Recology		131.13	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)				\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)				\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$10,565.50	\$10,565.50
		Mobile Trailer Design, Web Design,				
Gauger + Associates		Infographic Animation, Blue Bag Sleeve			\$0.00	\$0.00
Total Hours x Rate			66.00		\$18,815.50	\$18,815.50

ReThink Disposable District 7 Project (Task Order 7)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Clean Water Fund	Samantha Sommer	Program Manager	0.00	65.00	\$0.00	
	Grace Lee	ReThink Disposable Specialist	0.00	50.00	\$0.00	
	Dianne Akabli	Financial Support	0.00	55.00	\$0.00	
	Cybele Chang	Translator	0.00	90.00	\$0.00	
		Business Incentives - Reusable Products			\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Green Halo Systems (Task Order 8)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Green Halo Systems					\$0.00	
Total Hours x Rate			0.00		\$0.00	\$0.00

C&D Generation Reduction and Redistribution (Task Order 9A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
BrightWorks	Chris Hammer	C&D generation reduction research	11.00	110.00	\$1,210.00	\$1,210.00
Independent	Randall Russell	C&D generation reduction research	21.00	85.00	\$1,785.00	\$1,785.00
GreenLynx	Nicole Tai	C&D generation reduction research	0.00	125.00	\$0.00	\$0.00
Abbe & Associates	Ruth Abbe	C&D generation reduction research	0.00	159.44	\$0.00	\$0.00
Total Hours x Rate			32.00		\$2,995.00	\$2,995.00

Food Generation and Edible Food Recovery (Task Order 10)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Pacific Coast Collaborative support	0.00	159.44	\$0.00	\$0.00
Envirolutions	Laura McKaughan	Pacific Coast Collaborative support	0.00	95.48	\$0.00	\$0.00
Cascadia Consulting	Maddie Seibert	Pacific Coast Collaborative support	0.00	95.00	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

GRAND TOTAL

\$26,284.65



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 7/21/20

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 6/1/2020

To: 6/30/2020

Progress Payment No: 47

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$26,284.65</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$26,284.65</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,877,398.55</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,903,683.19</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>63.5%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

7/21/20
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G÷E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-173,573.15	126,426.85	318.89	53,188.72	42.1%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	2,336.97	281,017.64	46.8%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	0.00	300,119.86	85.7%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	1,785.00	4,250.00	14.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	655.65	179,810.18	71.9%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
BrightWorks Sustainability	Zero Waste Analysis	150,000.00	0.00	150,000.00	1,210.00	5,775.00	3.9%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	0.00	164,189.12	54.7%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	25,505.55	85.0%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	0.00	98,093.21	54.5%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	525.14	106,760.15	53.4%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	270,079.29	117.4%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	80,547.89	260.1%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	32,000.00	64.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	10,565.50	97,779.00	97.8%
Clean Water Fund	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	46,453.00	185.8%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkerman	Zero Waste Assistance	0.00	30,000.00	30,000.00	637.50	2,681.25	8.9%
GreenLynx	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	0.00	0.0%
Green Halo Systems	Zero Waste Analysis	0.00	6,881.00	6,881.00	0.00	6,881.00	100.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	26,284.65	1,903,683.19	63.5%
	LBE Subtotals				0.00	136,587.35	7.2%
	Professional Fees				26,284.65	1,901,960.44	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	26,284.65	1,903,683.19	63.5%



SF Environment

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Task Order Form

Fiscal Year 2019-2020

Task order # 1F

Project name Zero Waste Assistance & Analysis

Date prepared 1/23/2020

P.O. # 00002088229

Company Abbe & Associates

Contract # 1000002428

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Orders 1-1E of this contract, including providing as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analysis, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 1/23/2020

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature *Jack Macy* Date 1/23/2020

2.) REVIEWED BY:

Program manager (print) Robert Haley

Signature *Robert Haley* Date 1/23/20

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) Ruth Abbe

Signature *Ruth Abbe* Date 1-23-20

**SF Environment**

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Task Order Form

Fiscal Year _____

Task order # 5BProject name Zero Waste Assistance for Improving CRV ConvenienceDate prepared January 23, 2020

P.O. # _____

Company Abbe and Associates, LLCContract # BPOV17000001/0000056662Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling unit trucks and trailers, as well as sorting and compaction equipment, leasing of such equipment and leasing space for such activities as approved by CalRecycle under SB 458 and AB 54 guidelines.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 1/24/2020☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Kevin DrewSignature [Signature] Date 1/24/2020

2.) REVIEWED BY:

Program manager (print) Robert HaleySignature [Signature] Date 1/24/20

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): 200,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses☐ Other _____

3.) APPROVED BY:

Consultant (print name) Ruth AbbeSignature [Signature] Date 1-24-20



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Task Order Form

Fiscal Year _____

Task order # _____

Project name _____

Date prepared _____

P.O. # _____

Company _____

Contract # _____

Contact name _____

Scope of work*: (Please be as detailed and complete as possible.)

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☐ Effective date _____

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) _____

Signature *Jack Huns* Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature *Robert Haley* Date _____

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): _____

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☐ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature *Ruth Cable* Date _____

**SF Environment**

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Accounting Payment Form

Fiscal Year 2020-2021 (July 1, 2020- June 30, 2021)

SUPPLIER Abbe & Associates LLCSUPPLIER ID 0000026388**Is your purchase compliant with green purchasing ordinances?**

- ☒ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment (compliant city supplier)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
50-A	0000208829	527900	13900/10000	10026725/0010	\$3,004.08
50-B	0000211272	527900	12230/10001	10029301/0002	\$19,730.50

☒ Invoice attached Invoice Recd Date 10/30/2**TOTAL AMOUNT:** \$22,734.58☒ Task Order attached ☒ CMD Form 7 attached**DESCRIPTION OF TRANSACTION** (254 characters max. Please be as detailed and complete as possible.)

50-A Zero Waste Technical Assistance and Analysis for September 2020 (Task orders 1G, 10)

50-B Improving CRV convenience (Task order 5B)

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature Jack Macy Date 11/13/20**2.) REVIEWED BY:**Program manager (print) Robert Haley

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 10/29/20

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 9/1/2020

To: 9/30/2020

Progress Payment No: 50

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$22,734.58</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$22,734.58</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,950,055.23</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,972,789.80</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>65.8%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

10/29/20
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G÷E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-203,573.15	96,426.85	3,675.32	60,423.89	62.7%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	171.24	282,050.65	47.0%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	645.75	301,373.37	86.1%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	4,250.00	14.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	179,810.18	71.9%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
BrightWorks Sustainability	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	6,794.70	4.5%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	1,069.20	165,258.32	55.1%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	25,505.55	85.0%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	0.00	98,093.21	54.5%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	442.58	108,309.16	54.2%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	294,829.29	128.2%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	80,547.89	260.1%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	3,000.00	38,000.00	76.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	5,480.50	118,288.50	118.3%
Clean Water Fund	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	46,453.00	185.8%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkerman	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	3,618.75	12.1%
GreenLynx	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	937.50	46.9%
Green Halo Systems	Zero Waste Analysis	0.00	6,881.00	6,881.00	0.00	6,881.00	100.0%
Portia Sinnott	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	2,812.50	9.4%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	22,734.58	1,972,789.80	65.8%
	LBE Subtotals				0.00	137,607.05	7.0%
	Professional Fees				22,734.58	1,971,067.05	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	22,734.58	1,972,789.80	65.8%



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Accounting Payment Form

Fiscal Year _____

SUPPLIER _____

SUPPLIER ID _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment (compliant city supplier)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

Invoice attached

Invoice Recd Date _____

Task Order attached

CMD Form 7 attached

TOTAL AMOUNT: _____

DESCRIPTION OF TRANSACTION (254 characters max. Please be as detailed and complete as possible.)

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature *Jack Miller* Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



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Fiscal Year _____

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Invoice Recd Date _____

Task Order attached

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I certify that the following have been completed:

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- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature Jack Macy Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature Robert Haley Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

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Accounting Payment Form

Fiscal Year 2020-2021 (07/01/20 - 06/30/21)

SUPPLIER Abbe & AssociatesSUPPLIER ID 0000026388**Is your purchase compliant with green purchasing ordinances?**
☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
☒ **NO**
☐ **NOT APPLICABLE** because not listed at sfapproved.org
TYPE OF PAYMENT, select one:
☒ Payment from a purchase order(s)

☐ Direct payment
(compliant city supplier)

☐ Staff Reimbursement

(For direct payment or staff reimbursement only)

INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
53-A	0000208829	527900	13900/10000	10026725/0010	\$1,983.28
53-B	0000503855	527900	12230/10001	10036051/0001	\$12,205.00
53-C	0000498259	527900	12230/10001	10036052/0001	\$28,792.50

☒ Invoice attached Invoice Recd Date 2/15/21
TOTAL AMOUNT: \$48,980.78
☒ Task Order attached ☒ CMD Form 7 attached
DESCRIPTION OF TRANSACTION (254 characters max. Please be as detailed and complete as possible.)

53-A Zero Waste Technical Assistance and Analysis for December 2020 (Task Orders 1G, 10)

53-B Zero Waste Assistance for Improving CRV Convenience (Task Order 5C)

53-C Zero Waste Assistance with CRV Mobile Pilot Start-up (Task Order 11A)

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature _____ Date 2/17/2021**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature _____ Date 2/17/2021

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

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Accounting Payment Form

Fiscal Year 2020-2021 (07/01/20 - 06/30/21)

SUPPLIER Abbe & AssociatesSUPPLIER ID 0000026388**Is your purchase compliant with green purchasing ordinances?**

- ☐ **YES** See required and prohibited products and services at [SFApproved.org/guide-city-staff](https://sfapproved.org/guide-city-staff)
- ☒ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☒ **Payment from a purchase order(s)**
- ☐ **Direct payment (compliant city supplier)**
- ☐ **Staff Reimbursement**

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
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Preparer (print) Jack MacySignature _____ Date 2/17/2021**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature _____ Date 2/17/2021

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



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Accounting Payment Form

Fiscal Year _____

SUPPLIER _____

SUPPLIER ID _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

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(For direct payment or staff reimbursement only)					
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Invoice attached

Invoice Recd Date _____

Task Order attached

CMD Form 7 attached

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- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature Brian Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

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Accounting Payment Form

Fiscal Year _____

SUPPLIER _____

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Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

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Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

_____	_____
_____	_____
_____	_____



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Accounting Payment Form

Fiscal Year _____

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SUPPLIER ID _____

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Invoice Recd Date _____

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Preparer (print) _____

Signature Jack Macy Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

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If \$15,000.00 and over:

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



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Preparer (print) _____

Signature S. O'Hara Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

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If \$15,000.00 and over:

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

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Accounting Payment Form

Fiscal Year _____

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TYPE OF PAYMENT, select one:

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(compliant city supplier)
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Invoice Recd Date _____

Task Order attached

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- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature _____ Date _____

2.) REVIEWED BY:

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

**SF Environment**

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Accounting Payment Form

Fiscal Year _____

SUPPLIER _____

SUPPLIER ID _____

Is your purchase compliant with green purchasing ordinances?

- ☐ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
- ☐ **NO**
- ☐ **NOT APPLICABLE** because not listed at sfapproved.org

TYPE OF PAYMENT, select one:

- ☐ Payment from a purchase order(s)
- ☐ Direct payment
(compliant city supplier)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT

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Invoice Recd Date _____

Task Order attached

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TOTAL AMOUNT: _____**DESCRIPTION OF TRANSACTION** (254 characters max. Please be as detailed and complete as possible.)**1.) PREPARED BY:**

I certify that the following have been completed:

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- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) _____

Signature KP Date _____**2.) REVIEWED BY:**

Program manager (print) _____

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*

Department Director _____

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

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Accounting Payment FormFiscal Year 19/20 (07/01/19 - 06/30/20)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment
(\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
40-A	0000208829	527990	13990/10000	10026725/0010	\$23,987.14
40-B	0000211272	527990	12230/10001	10029301/0002	\$9,493.00

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$33,480.14**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(40-A) Zero Waste Technical Assistance and Analysis for November 2019.

(40-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack Macy

Signature

Date

1/8/20**2.) REVIEWED BY:**Program manager (print) Robert Haley

Signature

Date

1/9/20

Program manager (print) _____

Signature _____

Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah Raphael

Signature

Date

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____

Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 40
 Invoice Date: 12/27/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: November 1-November 30, 2019

Task Order No.: 1E
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$20,664.26
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$13,180.83
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$0.00

INVOICE TOTAL: \$33,480.14

Zero Waste Analysis (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	2.00	159.44	\$318.89	\$318.89
Cascadia Consulting	Maddie Seibert	2020 Generation Study	4.75	95.00	\$451.25	
Cascadia Consulting	Julie Bryant	2020 Generation Study	0.00	196.27	\$0.00	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	2.50	196.27	\$490.68	
Cascadia Consulting	Jess Halter	2020 Generation Study	4.75	104.03	\$494.14	
Cascadia Consulting	Dieter Eckels	2020 Generation Study	7.50	196.27	\$1,472.03	\$2,908.09
Phoenix Rising Resourc	Calla Rose Ostrander	Roots Tool	0.00	125.00	\$0.00	\$0.00
Envirolutions	Timothy Au	SUDs Cantonese Outreach	0.00	50.00	\$0.00	\$0.00
Total Hours x Rate			21.50		\$3,226.98	\$3,226.98

Zero Waste Assistance (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	4.00	196.27	\$785.08	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	2.00	196.27	\$392.54	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	9.00	87.55	\$787.95	
Cascadia Consulting	Eddi Ashley	Zero Waste Assistance	2.00	85.00	\$170.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	0.00	104.03	\$0.00	
Cascadia Consulting	Kirstin Hervin	Zero Waste Assistance	33.75	110.00	\$3,712.50	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	14.00	103.00	\$1,442.00	\$7,290.07
Environmental Science	Lary Kass	Zero Waste Assistance	35.75	147.52	\$5,273.84	\$5,273.84
Independent	John Hanscom	Zero Waste Assistance	30.00	103.81	\$3,114.30	\$3,114.30
Independent	Annette Poliwka	Zero Waste Assistance	5.25	92.70	\$486.68	\$486.68
Independent	Alina Bekkerman	Zero Waste Assistance	1.00	75.00	\$75.00	\$75.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	25.00	81.95	\$2,048.75	\$2,048.75
Envirolutions	Laura McKaughan	Zero Waste Assistance	24.00	95.48	\$2,291.52	
Envirolutions	Alejandra Warren	Zero Waste Assistance	3.00	60.00	\$180.00	
Envirolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$2,471.52
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common languages	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			188.75		\$20,760.16	\$20,760.16

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

[illegible]**GRAND TOTAL**



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 12/27/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 11/1/2019

To: 11/30/2019

Progress Payment No: 40

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$33,480.14</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$33,480.14</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,505,153.99</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,538,634.13</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>51.3%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

12/27/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications, (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-164,692.15	135,307.85	318.89	44,159.30	32.6%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	10,198.16	216,569.71	36.1%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	5,273.84	287,728.18	82.2%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	3,114.30	151,394.54	50.5%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	486.68	20,430.23	68.1%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	2,048.75	91,496.23	50.8%
Laura McLaughan/Enviroolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	2,471.52	98,429.80	49.2%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	212,329.29	92.3%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	38,605.38	124.7%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	26,000.00	52.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	1,243.00	37,584.50	37.6%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkerman	Zero Waste Assistance	0.00	30,000.00	30,000.00	75.00	431.25	1.4%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	33,480.14	1,538,634.13	51.3%
	LBE Subtotals				2,048.75	124,215.38	8.1%
	Professional Fees				33,480.14	1,536,911.38	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	33,480.14	1,538,634.13	51.3%

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Accounting Payment FormFiscal Year 17/18 (07/01/17 - 06/30/18)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment
(\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
33-A	0000208829	527990	13990/10000	10026725/0010	\$26,846.42
33-B	0000211272	527990	12230/10001	10029301/0002	\$11,000.00

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$37,846.42**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(33-A) Zero Waste Technical Assistance and Analysis for April 2019.

(33-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature Jack MacyDate 5/29/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature Robert HaleyDate 5/29/19

Program manager (print) _____

Signature _____

Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah RaphaelSignature Deborah RaphaelDate 6/5/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____

Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 33
 Invoice Date: 5/25/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: April 1-April 30, 2019

Task Order No.: 1D
 Task Order Fee: \$175,000.00
 Remaining Task Order Fee: \$126,951.05
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$95,952.71

INVOICE TOTAL: \$37,846.42

Zero Waste Analysis (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	3.00	159.44	\$478.33	\$478.33
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	19.50	85.00	\$1,657.50	
Cascadia Consulting	Julie Bryant	2020 Generation Study	1.50	190.92	\$286.38	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	2.50	190.92	\$477.30	\$2,421.18
Envirolutions	Timothy Au	SUDs Cantonese Outreach	13.75	50.00	\$687.50	\$687.50
Total Hours x Rate			40.25		\$3,587.01	\$3,587.01

Zero Waste Assistance (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	1.00	190.92	\$190.92	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	1.50	97.01	\$145.52	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	14.50	85.00	\$1,232.50	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	0.50	101.00	\$50.50	
Cascadia Consulting	Kirstin Herwin	Zero Waste Assistance	10.00	110.00	\$1,100.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	15.50	100.00	\$1,550.00	\$4,269.44
Environmental Science	Larry Kass	Zero Waste Assistance	45.25	143.50	\$6,493.38	\$6,493.38
Independent	John Hanscom	Zero Waste Assistance	34.75	100.98	\$3,509.06	\$3,509.06
Independent	Annette Poliwka	Zero Waste Assistance	17.75	90.00	\$1,597.50	\$1,597.50
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	56.00	79.72	\$4,464.32	\$4,464.32
Envirolutions	Laura McKaughan	Zero Waste Assistance	31.50	92.88	\$2,925.72	
Envirolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$2,925.72
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			228.25		\$23,259.41	\$23,259.41

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$3,000.00	\$3,000.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$3,000.00	\$3,000.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	40.00	125.00	\$5,000.00	\$5,000.00
Cutting Edge Counsel		CRV Alliance legal services			\$0.00	\$0.00
Gauger + Associates		Instructions & FAQ Development	0.00		\$0.00	\$0.00
Total Hours x Rate			40.00		\$11,000.00	\$11,000.00

GRAND TOTAL

\$37,846.42



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 5/25/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 3/1/2019

To: 3/31/2019

Progress Payment No: 33

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent. See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$35,968.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,035,968.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$37,846.42</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$37,846.42</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,209,854.04</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,247,700.45</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>41.1%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

5/25/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	3,478.33	34,977.43	12.6%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	6,690.62	145,114.03	24.2%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	6,493.38	235,948.91	67.4%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	3,509.06	128,266.04	42.8%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	1,597.50	13,387.50	44.6%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	4,464.32	65,925.19	36.6%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	3,613.22	78,018.34	39.0%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	5,000.00	161,079.29	70.0%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	30,963.00	100.0%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	3,000.00	20,000.00	40.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	25,705.00	25,705.00	0.00	25,705.00	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	0.00	0.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,555.00	42.6%
PROJECT SUBTOTAL		3,000,000.00	35,968.00	3,035,968.00	37,846.42	1,247,700.45	41.1%
	LBE Subtotals				4,464.32	98,644.34	7.9%
	Professional Fees				37,846.42	1,245,977.70	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	35,968.00	3,035,968.00	37,846.42	1,247,700.45	41.1%



SF Environment

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Task Order Form

Fiscal Year 2018-2019

Task order # 1D

Project name Zero Waste Assistance & Analysis

Date prepared March 1, 2019

P.O. # DPEV1 7000023/0000056662

Company Abbe & Associates LLC

Contract # BPEV17000001

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 3/13/19

2.) REVIEWED BY:

Program manager (print) Robert Haley

Signature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____



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Task Order Form

Fiscal Year _____

Task order # 5A

Project name Zero Waste Assistance for Improving CRV Convenience

Date prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLC

Contract # BPEV17000001/0000056662

Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 7/24/2018

2.) REVIEWED BY:

Program manager (print) ROBERT WALEY

Signature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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A Department of the City and County of San Francisco

Accounting Payment FormFiscal Year 19/20 (07/01/19 - 06/30/20)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
37-A	0000208829	527990	13990/10000	10026725/0010	\$28,969.73
37-B	0000211272	527990	12230/10001	10029301/0002	\$13,776.63

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$42,746.36**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

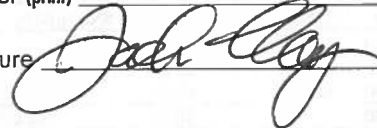
(37-A) Zero Waste Technical Assistance and Analysis for August 2019.

(37-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature Date 10/1/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature Date 10/1/19

Program manager (print) _____

Signature _____

Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over: Jennifer Kass for.

Department Director Deborah RaphaelSignature 

Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____

Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 37
 Invoice Date: 8/29/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: August 1-August 31, 2019

Task Order No.: 1D
 Task Order Fee: \$175,000.00
 Remaining Task Order Fee: \$471.33
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$48,902.83

INVOICE TOTAL: \$42,746.36

Zero Waste Analysis (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	4.00	159.44	\$637.78	\$637.78
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	0.00	87.55	\$0.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study	1.50	196.27	\$294.41	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	4.00	196.27	\$785.08	
Cascadia Consulting	Dieter Eckels	2020 Generation Study	8.25	196.27	\$1,619.23	\$2,698.71
Phoenix Rising Resource	Calla Rose Ostrander	Roots Tool	0.00	125.00	\$0.00	\$0.00
Enviroolutions	Timothy Au	SUDs Cantonese Outreach	0.00	50.00	\$0.00	\$0.00
Total Hours x Rate			17.75		\$3,336.49	\$3,336.49

Zero Waste Assistance (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	0.75	196.27	\$147.20	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	34.50	87.55	\$3,020.48	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	14.50	104.03	\$1,508.44	
Cascadia Consulting	Kirstin Hervin	Zero Waste Assistance	0.00	110.00	\$0.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	16.25	103.00	\$1,673.75	\$6,349.86
Environmental Science	Larry Kass	Zero Waste Assistance	48.25	147.52	\$7,117.84	\$7,117.84
Independent	John Hanscom	Zero Waste Assistance	29.50	103.81	\$3,062.40	\$3,062.40
Independent	Annette Poliwka	Zero Waste Assistance	14.50	92.70	\$1,344.15	\$1,344.15
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	58.75	81.95	\$4,814.56	\$4,814.56
Enviroolutions	Laura McKaughan	Zero Waste Assistance	22.25	95.48	\$2,124.43	
Enviroolutions	Alejandra Warren	Zero Waste Assistance	11.00	60.00	\$660.00	
Enviroolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$2,784.43
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	2.00	80.00	\$160.00	\$160.00
Total Hours x Rate			252.25		\$25,633.24	\$25,633.24

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$0.00	\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$0.00	\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$749.00	\$749.00
Gauger + Associates		Instructions & FAQ Development			\$4,777.63	\$4,777.63
Total Hours x Rate			66.00		\$13,776.63	\$13,776.63

GRAND TOTAL

\$42,746.36



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 8/29/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 8/1/2019

To: 8/31/2019

Progress Payment No: 37

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent. See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$42,875.50</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,042,875.50</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$42,746.36</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$42,746.36</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,375,358.71</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,418,105.07</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>46.6%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

8/29/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	637.78	40,050.20	14.4%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	9,048.58	183,095.23	30.5%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	7,117.84	270,615.86	77.3%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	3,062.40	143,297.36	47.8%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	1,344.15	18,135.90	60.5%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	4,814.56	80,883.71	44.9%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	2,784.43	91,753.91	45.9%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	187,579.29	81.6%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	4,777.63	38,605.38	124.7%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	23,000.00	46.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	32,612.50	32,612.50	749.00	32,612.50	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	0.00	0.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	160.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	42,875.50	3,042,875.50	42,746.36	1,418,105.07	46.6%
	LBE Subtotals				4,814.56	113,602.85	8.0%
	Professional Fees				42,746.36	1,416,382.32	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	42,875.50	3,042,875.50	42,746.36	1,418,105.07	46.6%



SF Environment

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Task Order Form

Fiscal Year 2018-2019

Task order # 1D

Project name Zero Waste Assistance & Analysis

Date prepared March 1, 2019

P.O. # DPEV1 7000023/0000056662

Company Abbe & Associates LLC

Contract # BPEV17000001

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 3/13/19

2.) REVIEWED BY:

Program manager (print) Robert Haley

Signature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Task Order Form

Fiscal Year _____

Task order # 5AProject name Zero Waste Assistance for Improving CRV ConvenienceDate prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLCContract # BPEV17000001/0000056662Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Jack MacySignature [Signature] Date 7/24/2018**2.) REVIEWED BY:**Program manager (print) ROBERT WALBYSignature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:☐ Fixed fee ☒ Reimbursable expenses☐ Other _____**3.) APPROVED BY:**

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Accounting Payment FormFiscal Year 17/18 (07/01/17 - 06/30/18)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388

IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)

☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)

INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
31-A	0000208829	527990	13990/10000	10026725/0010	\$27,732.18
31-B	0000211272	527990	12230/10001	10029301/0002	\$5,000.00

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$32,732.18**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(31-A) Zero Waste Technical Assistance and Analysis for February 2019.

(31-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature [Signature] Date 3/28/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature [Signature] Date 3/29/19

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah RaphaelSignature [Signature] Date 3/29/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Project: Zero Waste Analysis & Zero Waste Assistance
Period: February 1-February 28, 2019

Invoice No.: 31
 Invoice Date: 3/25/19
 Contract No.: BPEV17000001
 Task Order No.: 1B
 Task Order Fee: \$280,000.00
 Previously Invoiced: \$263,763.68
 Remaining Task Order Fee: \$15.64
 Task Order No.: 1C
 Task Order Fee: \$9,200.00
 Remaining Task Order Fee: \$1,321.50
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$111,952.71
 Task Order No.: 6A
 Task Order Fee: \$5,000.00
 Remaining Task Order Fee: \$1,367.00

INVOICE TOTAL: \$32,732.18

Zero Waste Analysis (Task Order 1B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & CalRecycle Assistance	2.00	159.44	\$318.89	\$318.89
R3	Garth Schultz			201.96	\$0.00	
R3	Rosemarie Radford	DRS Tonnage Review/SB 1383 Analysis	0.00	127.56	\$0.00	
R3	Claire Wilson	DRS Tonnage Review	0.00	127.56	\$0.00	
R3	Taylor Grimes	SB 1383 Legislative Analysis	0	127.56	\$0.00	\$0.00
Total Hours x Rate			2.00		\$318.89	\$318.89

Zero Waste Assistance (Task Order 1B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Andrea Deleon	Zero Waste Assistance	0.00	106.30	\$0.00	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	0.00	85.00	\$0.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	0.00	101.00	\$0.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	0.00	100.00	\$0.00	\$0.00
Environmental Science	Larry Kass	Zero Waste Assistance	63.50	143.50	\$9,112.25	\$9,112.25
Independent	John Hanscom	Zero Waste Assistance	40.00	100.98	\$4,039.20	\$4,039.20
Independent	Annette Poliwka	Zero Waste Assistance	0.00	90.00	\$0.00	\$0.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	34.50	79.72	\$2,750.34	\$2,750.34
Enviroolutions	Laura McKaughan	Zero Waste Assistance	0.00	92.88	\$0.00	
Enviroolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$0.00
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			138.00		\$15,901.79	\$15,901.79

Zero Waste Assistance (Task Order 1C)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Task
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	0.75	190.92	\$143.19	
Cascadia Consulting	Andrea Deleon	Zero Waste Assistance	0.00	106.30	\$0.00	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	2.00	97.01	\$194.02	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	21.00	85.00	\$1,785.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	9.50	101.00	\$959.50	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	3.00	100.00	\$300.00	\$3,381.71
Independent	Annette Poliwka	Zero Waste Assistance	23.50	90.00	\$2,115.00	\$2,115.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	0.75	79.72	\$59.79	\$59.79
Enviroolutions	Laura McKaughan	Zero Waste Assistance	25.00	92.88	\$2,322.00	
Enviroolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$2,322.00
Total Hours x Rate			85.50		\$7,878.50	\$7,878.50

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$0.00	\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$0.00	\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	40.00	125.00	\$5,000.00	\$5,000.00
Cutting Edge Counsel		CRV Alliance legal services			\$0.00	\$0.00
Gauger + Associates		Instructions & FAQ Development	0.00		\$0.00	\$0.00
Total Hours x Rate			40.00		\$5,000.00	\$5,000.00

Zero Waste Assistance for Re-use Takeout Containers (Task Order 6A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Go Box SF Bay	Paul Liotsakis	Zero Waste Assistance for Re-use Takeout	10.00	75.00	\$750.00	
Go Box SF Bay	Vanessa Pan		74.00	30.00	\$2,220.00	
Go Box SF Bay	Reuse Coordinator		39.00	17.00	\$663.00	
	Expenses	Display Hardware, Marketing Materials			\$0.00	\$3,633.00
Total Hours x Rate			123.00		\$3,633.00	\$3,633.00

GRAND TOTAL

\$32,732.18



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 3/25/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 2/1/2019

To: 2/28/2019

Progress Payment No: 31

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent. See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$14,685.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,014,685.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$32,732.18</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$32,732.18</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,150,105.84</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,182,838.01</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>39.2%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

3/25/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	318.89	31,180.21	11.2%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	3,381.71	131,681.73	21.9%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	9,112.25	223,859.04	64.0%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	4,039.20	121,853.81	40.6%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	2,115.00	11,475.00	38.3%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	2,810.13	58,730.46	32.6%
Laura McKaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	2,322.00	72,361.76	36.2%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	5,000.00	151,079.29	65.7%
Gauger + Associates	Zero Waste Analysis	0.00	16,680.00	16,680.00	0.00	30,963.00	185.6%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	17,000.00	34.0%
Cutting Edge Counsel Inc.	Zero Waste Analysis	0.00	25,705.00	25,705.00	0.00	25,705.00	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	20,000.00	20,000.00	3,633.00	23,623.00	118.1%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,555.00	42.6%
PROJECT SUBTOTAL		3,000,000.00	14,685.00	3,014,685.00	32,732.18	1,182,838.01	39.2%
	LBE Subtotals				2,810.13	91,449.61	7.7%
	Professional Fees				32,732.18	1,181,115.26	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	14,685.00	3,014,685.00	32,732.18	1,182,838.01	39.2%

**SF Environment**

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Task Order Form

Fiscal Year 2018-2019Task order # 1DProject name Zero Waste Assistance & AnalysisDate prepared March 1, 2019P.O. # DPEV1 7000023/0000056662Company Abbe & Associates LLCContract # BPEV17000001Contact name Ruth Abbe, Principle**Scope of work*:** (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Jack MacySignature [Signature] Date 3/13/19

2.) REVIEWED BY:

Program manager (print) Robert HaleySignature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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A Department of the City and County of San Francisco

Accounting Payment FormFiscal Year 17/18 (07/01/17 - 06/30/18)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment (\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
30-A	0000208829	527990	13990/10000	10026725/0010	\$33,287.99
30-B	0000211272	527990	12230/10001	10029301/0002	\$25,685.00

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$58,972.99**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(30-A) Zero Waste Technical Assistance and Analysis for January 2019.

(30-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack Macy

Signature

Date

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah Raphael

Signature

Date

2.) REVIEWED BY:Program manager (print) Robert Haley

Signature

Date

Program manager (print)

Signature

Date

FOR ADMINISTRATION USE ONLY

Finance Manager (print)

Signature

Date

Doc. #:



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Project: Zero Waste Analysis & Zero Waste Assistance
Period: January 1-January 31, 2019

Invoice No.: 30
 Invoice Date: 2/25/19
 Contract No.: BPEV17000001
 Task Order No.: 1B
 Task Order Fee: \$280,000.00
 Previously Invoiced: \$233,923.55
 Remaining Task Order Fee: \$16,236.33
 Task Order No.: 04
 Task Order Fee: \$20,000.00
 Remaining Task Order Fee: \$13,965.52
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$116,952.71
 Task Order No.: 6
 Task Order Fee: \$20,000.00
 Remaining Task Order Fee: \$10.00

INVOICE TOTAL: \$58,972.99

Zero Waste Analysis (Task Order 1B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & CalRecycle Assistance	4.00	159.44	\$637.78	\$637.78
R3	Garth Schultz			201.96	\$0.00	
R3	Rosemarie Radford	DRS Tonnage Review/SB 1383 Analysis	16.75	127.56	\$2,136.63	
R3	Claire Wilson	DRS Tonnage Review	1.50	127.56	\$191.34	
R3	Taylor Grimes	SB 1383 Legislative Analysis	2.5	127.56	\$318.90	\$2,646.87
Total Hours x Rate			24.75		\$3,284.65	\$3,284.65

Zero Waste Assistance (Task Order 1B)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	9.00	190.92	\$1,718.28	
Cascadia Consulting	Andrea Deleon	Zero Waste Assistance	0.00	106.30	\$0.00	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	2.50	97.01	\$242.53	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	17.00	85.00	\$1,445.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	13.50	101.00	\$1,363.50	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	12.25	100.00	\$1,225.00	\$5,994.31
Environmental Science	Larry Kass	Zero Waste Assistance	55.25	143.50	\$7,928.38	\$7,928.38
Independent	Nicole Wu	Zero Waste Assistance	2.00	77.40	\$154.80	\$154.80
Independent	John Hanscom	Zero Waste Assistance	27.50	100.98	\$2,776.95	\$2,776.95
Independent	Annette Poliwka	Zero Waste Assistance	34.00	90.00	\$3,060.00	\$3,060.00
Independent	Emmanuel Nava	Zero Waste Assistance	0.00	85.00	\$0.00	\$0.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	31.75	79.72	\$2,531.11	\$2,531.11
Envirolutions	Laura McKaughan	Zero Waste Assistance	44.25	92.88	\$4,109.94	
Envirolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$4,109.94
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			249.00		\$26,555.48	\$26,555.48

Construction and Demolition Debris Recovery (Task Order 04)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Task
R3 Consulting Group	Garth Schultz	Task 4.1 Revised Regulations	0.00	201.96	\$0.00	
Independent	Randall Russell		0.00	87.72	\$0.00	\$0.00
R3 Consulting Group	Garth Schultz	Task 4.2 Verification Methodology	0.00	201.96	\$0.00	
R3 Consulting Group	Rose Radford		0.00	127.56	\$0.00	
Independent	Randall Russell		0.00	87.72	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	3.50	201.96	\$706.86	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$706.86
Total Hours x Rate			3.50		\$706.86	\$706.86

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$3,000.00	\$3,000.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$3,000.00	\$3,000.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	40.00	125.00	\$5,000.00	\$5,000.00
Cutting Edge Counsel		CRV Alliance legal services			\$14,685.00	\$14,685.00
Gauger + Associates		Instructions & FAQ Development	0.00		\$0.00	\$0.00
Total Hours x Rate			40.00		\$25,685.00	\$25,685.00

Zero Waste Assistance for Re-use Takeout Containers (Task Order 6)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Go Box SF Bay	Paul Liotsakis	Zero Waste Assistance for Re-use Takeout	20.00	75.00	\$1,500.00	
Go Box SF Bay	Vanessa Pan		34.00	30.00	\$1,020.00	
Go Box SF Bay	Reuse Coordinator		13.00	17.00	\$221.00	
	Expenses	Display Hardware, Marketing Materials			\$0.00	\$2,741.00
Total Hours x Rate			67.00		\$2,741.00	\$2,741.00

GRAND TOTAL

\$58,972.99

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2
Architecture, Engineering, and Professional Services

FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 2/25/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 1/1/2019

To: 1/31/2019

Progress Payment No: 30

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent. See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$14,685.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,014,685.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$58,972.99</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$58,972.99</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,091,132.85</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,150,105.84</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>38.2%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Abbe & Associates LLC
Firm Name

415-235-1356
Telephone Number

Fax Number

2/25/19
Date

Owner/Authorized Representative (Signature)

Name and Title (Print)

Firm Name

Telephone Number

Fax Number

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract: 5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	3,637.78	30,861.32	11.1%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	5,994.31	128,300.02	21.4%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	7,928.38	214,746.79	61.4%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	154.80	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	3,353.73	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	2,776.95	117,814.61	39.3%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	3,060.00	9,360.00	31.2%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	2,531.11	55,920.33	31.1%
Laura McLaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	4,109.94	70,039.76	35.0%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	5,000.00	146,079.29	63.5%
Gauger + Associates	Zero Waste Analysis	0.00	16,680.00	16,680.00	0.00	30,963.00	185.6%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	3,000.00	17,000.00	34.0%
Cutting Edge Counsel Inc.	Zero Waste Analysis	0.00	25,705.00	25,705.00	14,685.00	25,705.00	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	20,000.00	20,000.00	2,741.00	19,990.00	100.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,555.00	42.6%
PROJECT SUBTOTAL		3,000,000.00	14,685.00	3,014,685.00	58,972.99	1,150,105.84	38.2%
	LBE Subtotals				2,531.11	88,639.48	7.7%
	Professional Fees				58,972.99	1,148,383.09	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	14,685.00	3,014,685.00	58,972.99	1,150,105.84	38.2%



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Task Order Form

Fiscal Year 2017-18

Task order # 1B

Project name Zero Waste Assistance and Analysis

Date prepared 5/1/2018

P.O. # DPEVI7000023

Company Abbe and Associates LLC

Contract # BPEV17000001/0000056662

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1 of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work, such as continuing the CRV consortium development to increase consumer access for recovering CRV material to comply with state requirements.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 5/1/2018

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 5/1/18

2.) REVIEWED BY:

Program manager (print) ROBERT WALSH

Signature [Signature] Date 5/1/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$280,000.00

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Ruth C. Abbe

Consultant (print name) _____

Signature [Signature] Date 5-1-18

**SF Environment**

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A Department of the City and County of San Francisco

Accounting Payment FormFiscal Year 19/20 (07/01/19 - 06/30/20)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment
(\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)

INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
36-A	0000208829	527990	13990/10000	10026725/0010	\$28,408.45
36-B	0000211272	527990	12230/10001	10029301/0002	\$14,250.00

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$42,658.45**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(36-A) Zero Waste Technical Assistance and Analysis for July 2019.

(36-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature Jack Macy Date 9/6/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature RH Date 9/6/19

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over.

Department Director Deborah RaphaelSignature Deborah Raphael Date 9/11/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 36
 Invoice Date: 8/29/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: July 1-July 31, 2019

Task Order No.: 1D
 Task Order Fee: \$175,000.00
 Remaining Task Order Fee: \$29,441.05
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$62,679.46

INVOICE TOTAL: \$42,658.45

Zero Waste Analysis (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	3.00	159.44	\$478.33	\$478.33
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	1.50	87.55	\$131.33	
Cascadia Consulting	Julie Bryant	2020 Generation Study	3.50	196.27	\$686.95	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	3.50	196.27	\$686.95	\$1,505.22
Phoenix Rising Resource	Calla Rose Ostrander	Roots Tool	0.00	125.00	\$0.00	\$0.00
Envirolutions	Timothy Au	SUDs Cantonese Outreach	0.00	50.00	\$0.00	\$0.00
Total Hours x Rate			11.50		\$1,983.55	\$1,983.55

Zero Waste Assistance (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	1.75	196.27	\$343.47	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	38.25	87.55	\$3,348.79	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	9.00	104.03	\$936.27	
Cascadia Consulting	Kirstin Herven	Zero Waste Assistance	0.75	110.00	\$82.50	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	32.00	103.00	\$3,296.00	\$8,007.03
Environmental Science	Larry Kass	Zero Waste Assistance	61.75	147.52	\$9,109.36	\$9,109.36
Independent	John Hanscom	Zero Waste Assistance	27.75	103.81	\$2,880.73	\$2,880.73
Independent	Annette Poliwka	Zero Waste Assistance	2.50	92.70	\$231.75	\$231.75
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	44.50	81.95	\$3,646.78	\$3,646.78
Envirolutions	Laura McKaughan	Zero Waste Assistance	24.50	95.48	\$2,339.26	
Envirolutions	Alejandra Warren	Zero Waste Assistance	3.50	60.00	\$210.00	
Envirolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$2,549.26
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			246.25		\$26,424.90	\$26,424.90

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$3,000.00	\$3,000.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$3,000.00	\$3,000.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$0.00	\$0.00
Gauger + Associates		Instructions & FAQ Development			\$0.00	\$0.00
Total Hours x Rate			66.00		\$14,250.00	\$14,250.00

GRAND TOTAL

\$42,658.45

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2

Architecture, Engineering, and Professional Services

FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 8/29/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 7/1/2019

To: 7/31/2019

Progress Payment No: 36

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	\$3,000,000.00
2. Amount of Amendments and Modifications to Date:	\$42,126.50
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	\$3,042,126.50
4. Sub-total Amount Invoiced this submittal period: Professional Fees	\$42,658.45
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	\$0.00
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	\$42,658.45
7. All Previous Gross Amounts Invoiced:	\$1,332,700.26
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	\$1,375,358.71
9. Percent Completed (Line 8 ÷ Line 3):	45.2%

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

8/29/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	3,478.33	39,412.43	14.1%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	9,512.25	174,046.66	29.0%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	9,109.36	263,498.02	75.3%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
RJ Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	2,880.73	140,234.96	46.7%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	231.75	16,791.75	56.0%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	3,646.78	76,069.14	42.3%
Laura McLaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	2,549.26	88,969.48	44.5%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	179,329.29	78.0%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	33,827.75	109.3%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	3,000.00	23,000.00	46.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	31,863.50	31,863.50	0.00	31,863.50	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	0.00	0.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,555.00	42.6%
PROJECT SUBTOTAL		3,000,000.00	42,126.50	3,042,126.50	42,658.45	1,375,358.71	45.2%
LBE Subtotals					3,646.78	108,788.29	7.9%
Professional Fees					42,658.45	1,373,635.96	
Reimbursable Expenses					0.00	1,722.75	
Contract Totals		3,000,000.00	42,126.50	3,042,126.50	42,658.45	1,375,358.71	45.2%

**SF Environment**

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Task Order Form

Fiscal Year _____

Task order # 5AProject name Zero Waste Assistance for Improving CRV ConvenienceDate prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLCContract # BPEV17000001/0000056662Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Jack MacySignature [Signature] Date 7/24/2018**2.) REVIEWED BY:**Program manager (print) ROBERT WALEYSignature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:☐ Fixed fee ☒ Reimbursable expenses☐ Other _____**3.) APPROVED BY:**

Consultant (print name) _____

Signature _____ Date _____



SF Environment

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Task Order Form

Fiscal Year 2018-2019

Task order # 1D

Project name Zero Waste Assistance & Analysis

Date prepared March 1, 2019

P.O. # DPEV1 7000023/0000056662

Company Abbe & Associates LLC

Contract # BPEV17000001

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 3/13/19

2.) REVIEWED BY:

Program manager (print) Robert Haley

Signature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Accounting Payment Form

Fiscal Year 18/19 (07/01/18 - 06/30/19)

VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388

IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)

☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:☒ Payment from a purchase order(s)☐ Direct payment
(\$200 max., compliant city vendor)☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
35-A	0000208829	527990	13990/10000	10026725/0010	\$36,258.49
35-B	0000211272	527990	12230/10001	10029301/0002	\$5,000.00

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$41,258.49**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)(35-A) Zero Waste Technical Assistance and Analysis for June 2019.(35-B) Improving CRV convenience.**1.) PREPARED BY:**

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature [Signature]Date 7/24/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature [Signature]Date 7/24/19

Program manager (print) _____

Signature _____

Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah RaphaelSignature [Signature]Date 7/24/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____

Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 35
 Invoice Date: 7/19/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: June 1-June 30, 2019

Task Order No.: 1D
 Task Order Fee: \$175,000.00
 Remaining Task Order Fee: \$57,849.50
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$76,929.46

INVOICE TOTAL: \$41,258.49

Zero Waste Analysis (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	3.00	159.44	\$478.33	\$478.33
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	40.00	85.00	\$3,400.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study	2.25	190.92	\$429.57	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	1.00	190.92	\$190.92	\$4,020.49
Phoenix Rising Resourc	Calla Rose Ostrander	Roots Tool	0.00	125.00	\$0.00	\$0.00
Enviroolutions	Timothy Au	SUDs Cantonese Outreach	5.50	50.00	\$275.00	\$275.00
Total Hours x Rate			51.75		\$4,773.82	\$4,773.82

Zero Waste Assistance (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	1.75	190.92	\$334.11	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	24.00	85.00	\$2,040.00	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	17.25	101.00	\$1,742.25	
Cascadia Consulting	Kirstin Hervin	Zero Waste Assistance	0.00	110.00	\$0.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	27.50	100.00	\$2,750.00	\$6,866.36
Environmental Science	Larry Kass	Zero Waste Assistance	77.75	143.50	\$11,157.13	\$11,157.13
Independent	John Hanscom	Zero Waste Assistance	41.75	100.98	\$4,215.92	\$4,215.92
Independent	Annette Poliwka	Zero Waste Assistance	14.25	90.00	\$1,282.50	\$1,282.50
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	50.75	79.72	\$4,045.79	\$4,045.79
Enviroolutions	Laura McLaughan	Zero Waste Assistance	39.75	92.88	\$3,691.98	
Enviroolutions	Alejandra Warren	Zero Waste Assistance	3.75	60.00	\$225.00	
Enviroolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$3,916.98
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			298.50		\$31,484.67	\$31,484.67

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)	0.00		\$0.00	\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)	0.00		\$0.00	\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	40.00	125.00	\$5,000.00	\$5,000.00
Cutting Edge Counsel		CRV Alliance legal services			\$0.00	\$0.00
Gauger + Associates		Instructions & FAQ Development			\$0.00	\$0.00
Total Hours x Rate			40.00		\$5,000.00	\$5,000.00

GRAND TOTAL

\$41,258.49



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 7/19/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 6/1/2019

To: 6/30/2019

Progress Payment No: 35

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$42,126.50</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,042,126.50</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$41,258.49</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$41,258.49</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,291,441.77</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,332,700.26</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>43.8%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

7/19/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	478.33	35,934.10	12.9%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	10,886.85	164,534.41	27.4%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	11,157.13	254,388.66	72.7%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	4,215.92	137,354.24	45.8%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	1,282.50	16,560.00	55.2%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	4,045.79	72,422.37	40.2%
Laura McLaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	4,191.98	86,420.22	43.2%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	5,000.00	171,079.29	74.4%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	33,827.75	109.3%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	20,000.00	40.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	31,863.50	31,863.50	0.00	31,863.50	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	2,000.00	2,000.00	0.00	0.00	0.0%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,555.00	42.6%
PROJECT SUBTOTAL		3,000,000.00	42,126.50	3,042,126.50	41,258.49	1,332,700.26	43.8%
	LBE Subtotals				4,045.79	105,141.52	7.9%
	Professional Fees				41,258.49	1,330,977.51	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	42,126.50	3,042,126.50	41,258.49	1,332,700.26	43.8%

**SF Environment**

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Task Order Form

Fiscal Year _____

Task order # 5AProject name Zero Waste Assistance for Improving CRV ConvenienceDate prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLCContract # BPEV17000001/0000056662Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Jack MacySignature [Signature] Date 7/24/2018

2.) REVIEWED BY:

Program manager (print) ROBERT HALEYSignature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Task Order Form

Fiscal Year 2018-2019Task order # 1DProject name Zero Waste Assistance & AnalysisDate prepared March 1, 2019P.O. # DPEV1 7000023/0000056662Company Abbe & Associates LLCContract # BPEV17000001Contact name Ruth Abbe, Principle**Scope of work*:** (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Jack MacySignature [Signature] Date 3/13/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:☐ Fixed fee ☒ Reimbursable expenses☐ Other _____**3.) APPROVED BY:**

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Accounting Payment FormFiscal Year 18/19 (07/01/18 - 06/30/19)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388

IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)

☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)

2. Approval from SF Environment

TYPE OF PAYMENT, select one:☒ Payment from a purchase order(s)☐ Direct payment
(\$200 max., compliant city vendor)☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
34-A	0000208829	527990	13990/10000	10026725/0010	\$32,843.06
34-B	0000211272	527990	12230/10001	10029301/0002	\$14,023.25

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$46,866.31**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(34-A) Zero Waste Technical Assistance and Analysis for May 2019.

(34-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack Macy

Signature

Date

7/11/19**2.) REVIEWED BY:**Program manager (print) Robert Haley

Signature

Date

7/11/19

Program manager (print) _____

Signature _____

Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah Raphael

Signature

Date

7/15/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____

Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 34
 Invoice Date: 6/28/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: May 1-May 30, 2019

Task Order No.: 1D
 Task Order Fee: \$175,000.00
 Remaining Task Order Fee: \$94,107.99
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$81,929.46

INVOICE TOTAL: \$46,866.31

Zero Waste Analysis (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	3.00	159.44	\$478.33	\$478.33
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	39.00	85.00	\$3,315.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study	0.00	190.92	\$0.00	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	0.00	190.92	\$0.00	\$3,315.00
Phoenix Rising Resourc	Calla Rose Ostrander	Roots Tool	25.00	125.00	\$3,125.00	\$3,125.00
Envirolutions	Timothy Au	SUDs Cantonese Outreach	5.25	50.00	\$262.50	\$262.50
Total Hours x Rate			72.25		\$7,180.83	\$7,180.83

Zero Waste Assistance (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	190.92	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	2.75	190.92	\$525.03	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	8.25	85.00	\$701.25	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	17.25	101.00	\$1,742.25	
Cascadia Consulting	Kirstin Herven	Zero Waste Assistance	0.00	110.00	\$0.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	22.50	100.00	\$2,250.00	\$5,218.53
Environmental Science	Larry Kass	Zero Waste Assistance	50.75	143.50	\$7,282.63	\$7,282.63
Independent	John Hanscom	Zero Waste Assistance	48.25	100.98	\$4,872.29	\$4,872.29
Independent	Annette Poliwka	Zero Waste Assistance	21.00	90.00	\$1,890.00	\$1,890.00
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	30.75	79.72	\$2,451.39	\$2,451.39
Envirolutions	Laura McKaughan	Zero Waste Assistance	42.50	92.88	\$3,947.40	
Envirolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$3,947.40
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			244.00		\$25,662.23	\$25,662.23

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)	0.00		\$0.00	\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)	0.00		\$0.00	\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	40.00	125.00	\$5,000.00	\$5,000.00
Cutting Edge Counsel		CRV Alliance legal services			\$6,158.50	\$6,158.50
Gauger + Associates		Instructions & FAQ Development			\$2,864.75	\$2,864.75
Total Hours x Rate			40.00		\$14,023.25	\$14,023.25

GRAND TOTAL

\$46,866.31

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2

Architecture, Engineering, and Professional Services

FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 6/28/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 5/1/2019

To: 5/30/2019

Progress Payment No: 34

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$42,126.50</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,042,126.50</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$46,866.31</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$46,866.31</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,247,700.45</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,294,566.77</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>42.6%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

6/28/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE Prime (%) for this contract:

5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-21,429.15	278,570.85	478.33	35,455.76	12.7%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	8,533.53	153,647.56	25.6%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	7,282.63	243,231.54	69.5%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	4,872.29	133,138.32	44.4%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	1,890.00	15,277.50	50.9%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	2,451.39	68,376.58	38.0%
Laura McLaughan/Enviroolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	4,209.90	82,228.24	41.1%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	5,000.00	166,079.29	72.2%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	2,864.75	33,827.75	109.3%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	0.00	20,000.00	40.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	31,863.50	31,863.50	6,158.50	31,863.50	100.0%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	2,000.00	2,000.00	3,125.00	3,125.00	156.3%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,555.00	42.6%
PROJECT SUBTOTAL		3,000,000.00	42,126.50	3,042,126.50	46,866.31	1,294,566.77	42.6%
	LBE Subtotals				2,451.39	101,095.73	7.8%
	Professional Fees				46,866.31	1,292,844.02	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	42,126.50	3,042,126.50	46,866.31	1,294,566.77	42.6%



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Task Order Form

Fiscal Year 2018-2019

Task order # 1D

Project name Zero Waste Assistance & Analysis

Date prepared March 1, 2019

P.O. # DPEV1 7000023/0000056662

Company Abbe & Associates LLC

Contract # BPEV17000001

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 3/13/19

2.) REVIEWED BY:

Program manager (print) Robert Haley

Signature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Task Order Form

Fiscal Year _____

Task order # 5AProject name Zero Waste Assistance for Improving CRV ConvenienceDate prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLCContract # BPEV17000001/0000056662Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18☐ Services under phase _____ are projected to be completed no later than _____**FOR THE DEPARTMENT OF THE ENVIRONMENT:**1.) Preparer (print) Jack MacySignature [Signature] Date 7/24/2018**2.) REVIEWED BY:**Program manager (print) ROBERT WALSHSignature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:☐ Fixed fee ☒ Reimbursable expenses☐ Other _____**3.) APPROVED BY:**

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Accounting Payment Form

Fiscal Year 2019-2020 (07/01/19 - 06/30/20)

VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388**Is your purchase compliant with green purchasing ordinances?**
☒ **YES** See required and prohibited products and services at SFApproved.org/guide-city-staff
☐ **NO**
☐ **NOT APPLICABLE** because not listed at sfapproved.org
TYPE OF PAYMENT, select one:
☒ Payment from a purchase order(s)

☐ Direct payment (\$200 max., compliant city vendor)

☐ Staff Reimbursement

(For direct payment or staff reimbursement only)

INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
38-A	0000208829	527990	13990/10000	10026725/0010	\$20,804.29
38-B	0000211272	527990	12230/10001	10029301/0002	\$11,696.50

☒ Task order attached

☒ Invoice attached
TOTAL AMOUNT \$ 32,500.79**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(38-A) Zero Waste Technical Assistance and Analysis for September 2019

(38-B) Improving CRV convenience

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MaySignature Jack MayDate 11/5/19**2.) REVIEWED BY:**Program manager (print) ROBERT HALEYSignature RMDate 11/5/19

Program manager (print) _____

Signature _____

Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah RaphaelSignature Deborah D. RaphaelDate 11/8/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____

Date _____

Doc. #: _____



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 38
 Invoice Date: 10/31/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: September 1-September 30, 2019

Task Order No.: 1E
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$79,667.03
 Task Order No.: 1D
 Task Order Fee: \$175,000.00
 Remaining Task Order Fee: \$0.01
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$37,206.33
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$0.00

INVOICE TOTAL: \$32,500.79

Zero Waste Analysis (Task Order 1D)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	2.96	159.44	\$471.32	\$471.32

Zero Waste Analysis (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	0.00	159.44	\$0.00	\$0.00
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	0.00	87.55	\$0.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study	0.75	196.27	\$147.20	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	4.50	196.27	\$883.22	
Cascadia Consulting	Dieter Eckels	2020 Generation Study	3.75	196.27	\$736.01	\$1,766.43
Phoenix Rising Resources	Calla Rose Ostrander	Roots Tool	0.00	125.00	\$0.00	\$0.00
Envirolutions	Timothy Au	SUDs Cantonese Outreach	0.00	50.00	\$0.00	\$0.00
Total Hours x Rate			9.00		\$1,766.43	\$1,766.43

Zero Waste Assistance (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	0.00	196.27	\$0.00	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	4.25	196.27	\$834.15	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	29.50	87.55	\$2,582.73	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	2.25	104.03	\$234.07	
Cascadia Consulting	Kirstin Hervein	Zero Waste Assistance	3.50	110.00	\$385.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	18.25	103.00	\$1,879.75	\$5,915.69
Environmental Science	Larry Kass	Zero Waste Assistance	27.00	147.52	\$3,983.04	\$3,983.04
Independent	John Hanscom	Zero Waste Assistance	21.00	103.81	\$2,180.01	\$2,180.01
Independent	Annette Poliwka	Zero Waste Assistance	3.50	92.70	\$324.45	\$324.45
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	57.00	81.95	\$4,671.15	\$4,671.15
Envirolutions	Laura McKaughan	Zero Waste Assistance	15.00	95.48	\$1,432.20	
Envirolutions	Alejandra Warren	Zero Waste Assistance	1.00	60.00	\$60.00	
Envirolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$1,492.20
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	languages	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			182.25		\$18,566.54	\$18,566.54

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Zero Waste Assistance for Improving CRV Convenience (Task Order 5A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$0.00	\$0.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$0.00	\$0.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$3,446.50	\$3,446.50
Gauger + Associates		Instructions & FAQ Development			\$0.00	\$0.00
Total Hours x Rate			66.00		\$11,696.50	\$11,696.50

GRAND TOTAL

\$32,500.79



FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 10/31/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 9/1/2019

To: 9/30/2019

Progress Payment No: 38

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$46,322.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,046,322.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$32,500.79</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$32,500.79</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,418,105.07</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,450,605.85</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>47.6%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

10/31/19
Date

Date



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Task Order Form

Fiscal Year 2018-2019

Task order # 1D

Project name Zero Waste Assistance & Analysis

Date prepared March 1, 2019

P.O. # DPEV1 7000023/0000056662

Company Abbe & Associates LLC

Contract # BPEV17000001

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 3/1/19

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 3/13/19

2.) REVIEWED BY:

Program manager (print) Robert Haley

Signature [Signature] Date 3/14/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$175,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____



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Task Order Form

Fiscal Year _____

Task order # 5A

Project name Zero Waste Assistance for Improving CRV Convenience

Date prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLC

Contract # BPEV17000001/0000056662

Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 7/24/2018

2.) REVIEWED BY:

Program manager (print) ROBERT WALSH

Signature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

**SF Environment**

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Accounting Payment FormFiscal Year 19/20 (07/01/19 - 06/30/20)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFApproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFApproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:☒ Payment from a purchase order(s)☐ Direct payment
(\$200 max., compliant city vendor)☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
39-A	0000208829	527990	13990/10000	10026725/0010	\$35,015.64
39-B	0000211272	527990	12230/10001	10029301/0002	\$14,532.50

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$49,548.14**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)

(39-A) Zero Waste Technical Assistance and Analysis for October 2019.

(39-B) Improving CRV convenience.

1.) PREPARED BY:

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack MacySignature [Signature] Date 11/26/19**2.) REVIEWED BY:**Program manager (print) Robert HaleySignature [Signature] Date 11/26/19

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:

If under \$15,000.00 submit directly to Accounting.

If \$15,000.00 and over:

Department Director Deborah RaphaelSignature [Signature] Date 12/4/19**FOR ADMINISTRATION USE ONLY**

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____

Disclosure of risk is recommended to be made for each time horizon (short, medium, and long-term) that could have a material financial impact on the organization.

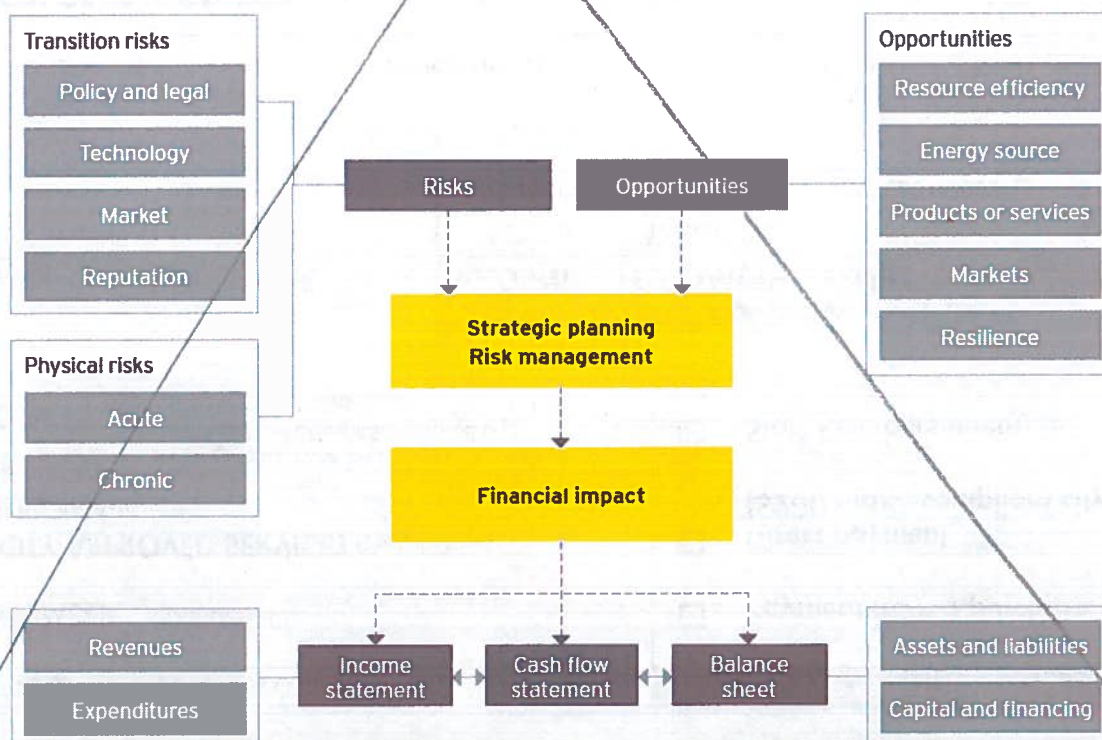
Information quality controls

Because the climate risks disclosures should be included in mainstream financial reports or other public documents, the Task Force recommends that the governance processes should be similar to those used for existing public financial disclosures and would likely involve review by the chief financial officer and audit committee as appropriate.

For those organizations that do not have publicly traded debt or equity securities, including some asset managers and asset owners, the climate-related financial disclosures should follow similar review and approval protocols currently used by those organizations for similar communications. In cases where recommended disclosure is not made, preparers should provide their rationale for omitting the disclosure.

Disclosures should be defined, collected, recorded and analyzed in such a way that the information reported is verifiable to ensure it is of high quality. For future-oriented information, this means assumptions used can be traced back to their sources.

Climate-related risks, opportunities and financial impact



Source: Final Report: Recommendations of the Task Force on Climate-related Financial Disclosures, TCFD, 2017.



Abbe & Associates LLC
 1028 Fair Oaks Avenue
 Alameda, CA 94501
 Ruth Abbe, Principal 415.235.1356
Ruth.Abbe@abbeassociates.com
 Tax ID: 46-563-0095

Client: San Francisco Department of the Environment
 1455 Market Street, Suite 1200
 San Francisco, CA 94103
 Attn: Jack Macy

Invoice No.: 39
 Invoice Date: 11/18/19
 Contract No.: BPEV17000001

Project: Zero Waste Analysis & Zero Waste Assistance
Period: October 1-October 31, 2019

Task Order No.: 1E
 Task Order Fee: \$100,000.00
 Remaining Task Order Fee: \$44,651.39
 Task Order No.: 3A
 Task Order Fee: \$12,400.00
 Remaining Task Order Fee: \$3,494.34
 Task Order No.: 5A
 Task Order Fee: \$200,000.00
 Remaining Task Order Fee: \$22,673.83
 Task Order No.: 7
 Task Order Fee: \$30,000.00
 Remaining Task Order Fee: \$0.00

INVOICE TOTAL: \$49,548.14

Zero Waste Analysis (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	Biomass, Disposal & 2020 Generation Study	2.00	159.44	\$318.89	\$318.89
Cascadia Consulting	Terry Ng	SUDs Cantonese Outreach	0.00	87.55	\$0.00	
Cascadia Consulting	Julie Bryant	2020 Generation Study	0.50	196.27	\$98.14	
Cascadia Consulting	Julia Chang Frank	2020 Generation Study	7.00	196.27	\$1,373.89	
Cascadia Consulting	Jess Halter	2020 Generation Study	2.00	104.03	\$208.06	
Cascadia Consulting	Dieter Eckels	2020 Generation Study	9.50	196.27	\$1,864.57	\$3,544.65
Phoenix Rising Resourc	Calla Rose Ostrander	Roots Tool	0.00	125.00	\$0.00	\$0.00
Enviroolutions	Timothy Au	SUDs Cantonese Outreach	0.00	50.00	\$0.00	\$0.00
Total Hours x Rate			21.00		\$3,863.54	\$3,863.54

Zero Waste Assistance (Task Order 1E)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Cascadia Consulting	Julia Chang Frank	Zero Waste Assistance	4.00	196.27	\$785.08	
Cascadia Consulting	Julie Bryant	Zero Waste Assistance	9.75	196.27	\$1,913.63	
Cascadia Consulting	Keith Dews	Zero Waste Assistance	0.00	97.01	\$0.00	
Cascadia Consulting	Terry Ng	Zero Waste Assistance	38.50	87.55	\$3,370.68	
Cascadia Consulting	Jess Halter	Zero Waste Assistance	5.25	104.03	\$546.16	
Cascadia Consulting	Kirstin Herven	Zero Waste Assistance	18.50	110.00	\$2,035.00	
Cascadia Consulting	Kristina Zeynalova	Zero Waste Assistance	33.00	103.00	\$3,399.00	\$12,049.55
Environmental Science	Larry Kass	Zero Waste Assistance	53.25	147.52	\$7,855.44	\$7,855.44
Independent	John Hanscom	Zero Waste Assistance	27.00	103.81	\$2,802.87	\$2,802.87
Independent	Annette Poliwka	Zero Waste Assistance	16.00	92.70	\$1,483.20	\$1,483.20
Independent	Alina Bekkerman	Zero Waste Assistance	4.75	75.00	\$356.25	\$356.25
Hyde Consulting	Kathryn Hyde	Zero Waste Assistance	47.50	81.95	\$3,892.63	\$3,892.63
Enviroolutions	Laura McKaughan	Zero Waste Assistance	22.75	95.48	\$2,172.17	
Enviroolutions	Alejandra Warren	Zero Waste Assistance	9.00	60.00	\$540.00	
Enviroolutions	Alona Harris	Zero Waste Assistance	0.00	50.00	\$0.00	\$2,712.17
Lan Do	Common languages	Zero Waste Assistance	0.00	70.00	\$0.00	
Lan Do	Non-common languages	Zero Waste Assistance	0.00	80.00	\$0.00	\$0.00
Total Hours x Rate			289.25		\$31,152.10	\$31,152.10

Refuse Rate Application Analysis and Financial Review (Task Order 3A)

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
R3 Consulting Group	Garth Schultz	Increase Refuse Rate Analysis	0.00	201.96	\$0.00	
R3 Consulting Group	William Schoen		0.00	201.96	\$0.00	
R3 Consulting Group	Rosemarie Radford		0.00	127.56	\$0.00	\$0.00
Total Hours x Rate			0.00		\$0.00	\$0.00

Company	Staff	Description	Hours	Rate	\$/Staff	\$/Company
Abbe & Associates	Ruth Abbe	CRV corporate treasurer services (3 months)			\$3,000.00	\$3,000.00
Independent	John Katovich	CRV corporate secretary services (3 months)			\$3,000.00	\$3,000.00
Independent	Tom Wright	SF CRV Convenience Group deliverables	66.00	125.00	\$8,250.00	\$8,250.00
Cutting Edge Counsel		CRV Alliance legal services			\$282.50	\$282.50
Gauger + Associates		Instructions & FAQ Development			\$0.00	\$0.00
Total Hours x Rate			66.00		\$14,532.50	\$14,532.50
Total Hours x Rate			0.00		\$0.00	\$0.00
GRAND TOTAL						\$49,548.14

GRAND TOTAL



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Task Order Form

Fiscal Year 2019-2020

Task order # 1E

Project name Zero Waste Assistance & Analysis

Date prepared 10/17/2019

P.O. # 0000208829

Company Abbe & Associates LLC

Contract # 1000002428

Contact name Ruth Abbe, Principle

Scope of work*: (Please be as detailed and complete as possible.)

1. Continue Zero Waste Assistance, as described in Task Order 1-1 D of this contract, including providing, as needed or requested, assistance to increase participation in waste prevention, source separation and decreased landfilling, and assistance with outreach and compliance with zero waste policies through coordinating with the Department and service providers to directly assist a wide variety of generators in San Francisco and track activities and results.

2. Provide Zero Waste Analysis as requested, including assisting with annual reports to the state, such as researching and preparing submittals (e.g., disposal modifications and documentation) and related work (e.g., biomass quantification), and other analyses, studies, reports or work.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 10/17/2019

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 10/17/2019

2.) REVIEWED BY:

Program manager (print) ROBERT WALSH

Signature [Signature] Date 10/17/19

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$100,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Ruth Abbe

Consultant (print name) _____

Signature [Signature] Date 10-17-19

**SF Environment**

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Accounting Payment FormFiscal Year 19/20 (07/01/19 - 06/30/20)VENDOR Abbe & Associates LLCVENDOR NUMBER 0000026388IS THIS A CITY-APPROVED SERVICE? (Check the list on SFAproved.org to find out.)☒ **YES**☐ **NO**

If "no", you must attach these for payment:

1. Exemption form (download form at SFAproved.org)
2. Approval from SF Environment

TYPE OF PAYMENT, select one:

- ☒ Payment from a purchase order(s)
- ☐ Direct payment
(\$200 max., compliant city vendor)
- ☐ Staff Reimbursement

(For direct payment or staff reimbursement only)					
INVOICE #	P.O. NUMBER	ACCOUNT	FUND/AUTH	PROJECT/ACT	AMOUNT
39-A	0000208829	527990	13990/10000	10026725/0010	\$35,015.64
39-B	0000211272	527990	12230/10001	10029301/0002	\$14,532.50

☒ Task order attached☒ Invoice attached**TOTAL AMOUNT** \$49,548.14**DESCRIPTION OF TRANSACTION** (Please be as detailed and complete as possible.)(39-A) Zero Waste Technical Assistance and Analysis for October 2019.(39-B) Improving CRV convenience.**1.) PREPARED BY:**

I certify that the following have been completed:

- Calculations have been verified
- HRC forms 7&9 are attached, if applicable
- Verified with previous invoices to eliminate duplicate billing

Preparer (print) Jack Macy

Signature _____ Date _____

2.) REVIEWED BY:Program manager (print) Robert Haley

Signature _____ Date _____

Program manager (print) _____

Signature _____ Date _____

3.) APPROVED BY:*If under \$15,000.00 submit directly to Accounting.**If \$15,000.00 and over:*Department Director Deborah Raphael

Signature _____ Date _____

FOR ADMINISTRATION USE ONLY

Finance Manager (print) _____

Signature _____ Date _____

Doc. #: _____



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Task Order Form

Fiscal Year _____

Task order # 5A

Project name Zero Waste Assistance for Improving CRV Convenience

Date prepared July 23, 2018

P.O. # _____

Company Abbe and Associates, LLC

Contract # BPEV17000001/0000056662

Contact name Ruth Abbe, Principal

Scope of work*: (Please be as detailed and complete as possible.)

Assistance to improve CRV (California Redemption Value) convenience through the development of a supermarket alliance in order to increase consumer access to refunds due on CRV material to comply with state requirements, including development and implementation of SB 458 Pilot Project and all activities associated with that Pilot Project. Assistance may include design and fabrication of mobile recycling units and lease of space for such activities as approved by CalRecycle under SB458.

Billable work under this task order begins once this document is signed by SF Environment and the Contractor. SF Environment reserves the right to modify or terminate this task order per Article 8 of the Master Agreement. All parties agree to the terms described in this document.

Schedule summary: ☒ Effective date 7/23/18

☐ Services under phase _____ are projected to be completed no later than _____

FOR THE DEPARTMENT OF THE ENVIRONMENT:

1.) Preparer (print) Jack Macy

Signature [Signature] Date 7/24/2018

2.) REVIEWED BY:

Program manager (print) ROBERT WALEY

Signature [Signature] Date 7/24/18

Program manager (print) _____

Signature _____ Date _____

FOR CONSULTANT:

Total Fee* (not to exceed): \$200,000

*This total does not include reimbursable expenses

Compensation basis for fee:

☐ Fixed fee ☒ Reimbursable expenses

☐ Other _____

3.) APPROVED BY:

Consultant (print name) _____

Signature _____ Date _____

CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION



CHAPTER 14B
CMD ATTACHMENT 2
Architecture, Engineering, and Professional Services

FORM 7: CMD PROGRESS PAYMENT FORM

To be completed by Consultant and submitted to the Contract Awarding Authority and CMD with its monthly progress payment application (transmit to the following):

TRANSMITTAL

To: Jack Macy, Project Manager

Copy: CMD Contract Compliance Officer

From: Ruth Abbe, Abbe & Associates LLC

Date: 11/18/19

Section 1. Fill in all the blanks

Contract Number: BPEV17000001

Contract Name: Zero Waste Assistance

Reporting Period From: 10/1/2019

To: 10/31/2019

Progress Payment No: 39

The information submitted on Sections 1 and 2 of this form must be cumulative for the entire contract as opposed to individual task orders. Additionally, the information submitted on Section 1 and 2 of this form must be consistent.
See next page for Section 2.

1. Original Contract Award Amount:	<u>\$3,000,000.00</u>
2. Amount of Amendments and Modifications to Date:	<u>\$0.00</u>
3. Total Contract to Date including Amendments and Modifications (Line 1 + Line 2):	<u>\$3,000,000.00</u>
4. Sub-total Amount Invoiced this submittal period: Professional Fees	<u>\$49,548.14</u>
5. Sub-total Amount Invoiced this submittal period: Reimbursable Expenses	<u>\$0.00</u>
6. Gross Amount Invoiced this submittal period (Line 4 + Line 5):	<u>\$49,548.14</u>
7. All Previous Gross Amounts Invoiced:	<u>\$1,455,605.85</u>
8. Total Gross Amounts of Progress Payments Invoiced to Date (Line 6 + Line 7):	<u>\$1,505,153.99</u>
9. Percent Completed (Line 8 ÷ Line 3):	<u>50.2%</u>

Consultant, including each joint venture partner, must sign this form.

Ruth Abbe

Owner/Authorized Representative (Signature)

Owner/Authorized Representative (Signature)

Ruth Abbe, Principal
Name and Title (Print)

Name and Title (Print)

Abbe & Associates LLC
Firm Name

Firm Name

415-235-1356
Telephone Number

Fax Number

Telephone Number

Fax Number

11/18/19
Date

Date



Section 2.

For column "A", list the Prime Consultant, each joint venture partner and ALL subconsultants and vendors including 2nd and 3rd tier subconsultants. Make copies if more space is needed. Attach copies of all invoices from subconsultants supporting the information tabulated on this form and Consultant's invoice and Contract Payment Authorization for the immediately preceding progress payment period.

- Notes: 1. ALL firms must be CONTINUOUSLY listed on column "A" regardless if a firm is requesting payment; and
2. Failure to submit all required information may lead to partial withholding of progress or final payment.

LBE-Prime (%) for this contract: 5%

A	B	C	D	E	F	G	H
Name of Firm List prime consultant, including each JV partner, and ALL subconsultants including lower tier LBE subconsultants & vendors. Indicate if the firm is an LBE	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Modifications (C + D) or (C - D)	Amount Invoiced this Reporting Period	Amount of Progress Payments Received and Invoiced to Date, Including Amount Invoiced this Reporting Period	Percent Completed to Date (G+E)
Abbe & Associates LLC	Zero Waste Analysis	300,000.00	-164,692.15	135,307.85	3,318.89	43,840.41	32.4%
Cascadia Group Consulting, Inc.	Zero Waste Analysis & Assistance	600,000.00	0.00	600,000.00	15,594.20	206,371.55	34.4%
C2 Alternative Services	Zero Waste Assistance	60,000.00	-59,540.00	460.00	0.00	460.00	100.0%
CSG Consultants, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Environmental Science Associates	Zero Waste Assistance	250,000.00	100,000.00	350,000.00	7,855.44	282,454.34	80.7%
HDR Engineering, Inc.	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
IP Eco Services (LBE)	Zero Waste Assistance	150,000.00	-117,280.85	32,719.15	0.00	32,719.15	100.0%
Kies Strategies	Zero Waste Assistance	600,000.00	-515,450.00	84,550.00	0.00	84,550.00	100.0%
Nicole Wu	Zero Waste Assistance	0.00	30,000.00	30,000.00	0.00	6,086.95	20.3%
Randall Russell	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	2,465.00	8.2%
R3 Consulting Group, Inc.	Zero Waste Analysis	150,000.00	100,000.00	250,000.00	0.00	137,468.38	55.0%
Sloan Vazquez, LLC	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Sustainable Design & Behavior (LBE)	Zero Waste Analysis	150,000.00	0.00	150,000.00	0.00	0.00	0.0%
John Hanscom	Zero Waste Analysis & Assistance	300,000.00	0.00	300,000.00	2,802.87	148,280.24	49.4%
Annette Poliwka	Zero Waste Analysis	0.00	30,000.00	30,000.00	1,483.20	19,943.55	66.5%
Emmanuel Nava	Zero Waste Analysis	0.00	30,000.00	30,000.00	0.00	17,021.25	56.7%
Kathryn Hyde/Hyde Consulting (LBE)	Zero Waste Analysis & Assistance	60,000.00	120,000.00	180,000.00	3,892.63	89,447.48	49.7%
Laura McLaughan/Envirolutions LLC	Zero Waste Analysis & Assistance	200,000.00	0.00	200,000.00	2,712.17	95,958.28	48.0%
Steven Sherman	Zero Waste Analysis	30,000.00	0.00	30,000.00	0.00	0.00	0.0%
Tom Wright	Zero Waste Analysis	30,000.00	200,000.00	230,000.00	8,250.00	204,079.29	88.7%
Gauger + Associates	Zero Waste Analysis	0.00	30,963.00	30,963.00	0.00	38,605.38	124.7%
John Katovich	Zero Waste Analysis	0.00	50,000.00	50,000.00	3,000.00	26,000.00	52.0%
Cutting Edge Counsel	Zero Waste Analysis	0.00	100,000.00	100,000.00	282.50	36,341.50	36.3%
Go Box SF Bay	Zero Waste Analysis	0.00	25,000.00	25,000.00	0.00	24,990.00	100.0%
Phoenix Rising Resources LLC	Zero Waste Analysis	0.00	5,000.00	5,000.00	0.00	5,000.00	100.0%
Alina Bekkeman	Zero Waste Assistance	0.00	30,000.00	30,000.00	356.25	356.25	1.2%
Lan Do	Zero Waste Assistance	0.00	6,000.00	6,000.00	0.00	2,715.00	45.3%
PROJECT SUBTOTAL		3,000,000.00	0.00	3,000,000.00	49,548.14	1,505,153.99	50.2%
	LBE Subtotals				3,892.63	122,166.63	8.1%
	Professional Fees				49,548.14	1,503,431.24	
	Reimbursable Expenses				0.00	1,722.75	
	Contract Totals	3,000,000.00	0.00	3,000,000.00	49,548.14	1,505,153.99	50.2%

BUDGET

Beverage Container Recycling Grant Program
Fiscal Year 2018–19 and 2019–20
RBC 30 and RBC 31

Directions: **This is a required application document.** Include the total dollar amount in each applicable budget category shown below. Add rows to each section as needed. After you complete this document, save it to your computer and then upload it to the Documents tab of your application. A completed Example and the Criteria can be found on the following tabs.

SF CRV Convenience Alliance	
ADMINISTRATIVE	
Operating Expenses	
Rent/leases @\$500/4 hr shift	234500.00
Project Management @\$125/hr	67000.00
Operations Management @\$100/hr	60000.00
Subtotal	361500.00
EDUCATION	
Public Education and Outreach/School Education/Media/Materials Not to exceed 25 percent of total grant award	
Smart Phone App	
Bag Drop Outreach campaign	
Subtotal	167500.00
EQUIPMENT	
2 mobile Recycling Center units per year	167500.00
One 10 million CRVable capacity sorting table per year	83750.00
Software Design, Engineering, Insurance	83750.00
Subtotal	335000.00
PERSONNEL	
List Consultant, Title, Total Hours and Rate of Pay	
Quality Control \$45/hr	121000.00
Lawyer \$550/hr.	15000.00
Subtotal	136000.00
Total Budgeted Expenses	1000000.00

From: tom@sustainablebizness.com
To: ron.lee4@safeway.com; wendy.gutshall@safeway.com; amcmickin@traderjoes.com; smesa-wise@traderjoes.com; tristam.coffin@wholefoods.com; w144mgr@costco.com; pknowles@rainbow.coop; shellie.davis@savemart.com
Cc: ruth.abbe@abbeassociates.com; [Drew, Kevin \(ENV\)](#)
Subject: Fwd: Call Sept 10th, 9am: Proposed AB2020 Amendment - Pilot Project Funding for CRV
Date: Monday, September 9, 2019 7:52:34 AM
Attachments: [Proposed Amendments to AB2020 7-31-19.docx](#)

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Background for SF CRV Convenience Alliance Conference Call
September 10, 2019 9am to 10am PDT

Conference Call-in: (605) 475-4700 Code: 208622

----- Original Message -----

Subject: Proposed AB2020 Amendment - Pilot Project Funding for CRV

Date: Wed, 31 Jul 2019 13:22:48 -0700

From: John Katovich <john@cuttingedgecounsel.com>

To: senator.wiener@senate.ca.gov, info@scottwiener.com,

Krista.Pfefferkorn@sen.ca.gov, miles.horton@sen.ca.gov

Cc: "Raphael, Deborah (ENV)" <deborah.raaphael@sfgov.org>,

charles.sheehan@sfgov.org, "Drew, Kevin (ENV)" <kevin.drew@sfgov.org>,

"greenmission2020@gmail.com" <tom@sustainablebizness.com>, Roan lee

<Ron.Lee4@safeway.com>, pknowles@rainbow.coop,

"shellie.davis@savemart.com" <Steve.Gaines@savemart.com>, Kevin Heuer

<w144mgr@costco.com>

Dear Senator Wiener,

On behalf of the SF-CRV Convenience Alliance (the "Alliance"), a California nonprofit Mutual Benefit corporation under the Nonprofit Mutual Benefit Corporation laws of California, we are reaching out to you regarding our mutual ongoing efforts to ensure sufficient recycling centers and locations are available to provide consumers with convenient recycling opportunities.

The Alliance was formed by a group of retailers to address the significant lack of any convenient solution for recycling bottles and cans in the City of San Francisco. Following its formation, the Alliance began to work with the City of San Francisco and with CalRecycle to determine how recycling centers might be created that can sustain themselves.

The Alliance has explored many options to increase consumer convenience and beverage dealer compliance, and to date, both the Alliance and the City of San Francisco believe that the best opportunity is to implement one of the pilot programs as defined in SB 458 and added to AB 2020. Based upon our collective efforts in researching and budgeting, we now know that for such a pilot to be successful in SF, it will require a firm commitment of at least \$3m, and will need a full three-year period to prove that it can be successful and sustainable. Following that period, we believe that one or more for-profit businesses will be able to adopt the program we develop, and run it independently for the foreseeable future.

We know there is money available for the pilot funding, and the funds can be found in two distinct databases:

1) Lack of CRV Convenience: Due to the dearth of recycling and redemption options now present in SF, the amount of in lieu fees being invoiced within our pilot Jurisdiction have been paid into the CalRecycle fund, and the greater the in lieu fees (called Option B), the greater the inconvenience being created; and

2) Unredeemed deposits: The lower the actual CRV redemption rate in our Jurisdiction, the greater the actual one-way funds that move to CalRecycle as unredeemed deposits. In SF, there is now a delta of 14% between unredeemed deposits below the 80% statewide CRV goal in AB2020 (SF is at a 66% CRV redemption rate), and that 14% equals over \$8 million per year of one-way funds going into CalRecycle. Again a portion of those excess unredeemed deposits should be made available and applied to fund the pilot projects.

We know you understand that recent efforts to obtain the \$3m in funding for the SF pilot have not produced the commitment needed, but without the funding in place, we and the City of San Francisco also know that we cannot get a pilot established to prove a case for a sustainable and profitable business.

While both the Alliance and the City of San Francisco have made many attempts to obtain the funding the SF pilot needs, to date we have found that without explicit authorization to have CalRecycle funds committed, or without additional language amending AB2020 and the SB458 pilot language, no work can proceed.

To further the established purpose of AB2020, and, by extension, for CalRecycle to support sufficient recycling centers and locations, and to provide consumers with convenient recycling opportunities, we would like to offer the following amendments to the California Beverage Container Recycling and Litter Reduction Act. We believe that by further amending the language contained in the Act, CalRecycle will be able to utilize a portion of the funds that it currently collects from SF retailers (known as the in-lieu fees) because of the lack of recycling centers in SF.

Thank you for your attention to this urgent matter. We would welcome an opportunity to work with you regarding these amendments, or to meet to discuss at your convenience.

Sincerely,

John Katovich - Secretary to SF-CRV Convenience Alliance, and
Tom Wright - President to SF-CRV Convenience Alliance

on behalf of:

SF-CRV Convenience Alliance Board:

- Paul Knowles - Rainbow Grocery Cooperative
- Steve Gaines - The SaveMart
- Ron Lee - Safeway

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John Katovich | Founder & President
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