

EXECUTIVE/COUNCIL APPROVAL FORM**MANAGEMENT ROUTING:****TO:****COUNCIL CHAIRPERSON:****EXECUTIVE**

Dave Somers

SNOHOMISH COUNTY COUNCIL**EXEC. DIR.**

Ken Klein

DIRECTOR/ELECTED

Kelly Snyder

ND

DEPARTMENT

Public Works

DIV. MGR.

David Schonhard

DS

DIVISION

Solid Waste

ORIGINATOR

Lori Ericsson

LE

DATE

September 16, 2025

Ext. 3536

EXECUTIVE RECOMMENDATION:

____ Approve ____ No Recommendation

____ Further Processing

____ Requested By _____

PW Review: Fiscal ☒ LK Admin ☒ LE Deputy Director ☒ ND

Executive Office Signature _____

CEO Staff Review _____

Received at Council Office _____

DOCUMENT TYPE:

____ BUDGET ACTION:

____ Emergency Appropriation

____ Supplemental Appropriation

____ Budget Transfer

☒ CONTRACT:☒ New

____ Amendment

____ GRANT APPLICATION

____ ORDINANCE

____ Amendment to Ord. # _____

____ PLAN

____ OTHER

DOCUMENT / AGENDA TITLE:

Professional Services Agreement CC05-25 with Citadel Environmental Services, Inc. for Dust Hazard Analysis

APPROVAL AUTHORITY:**EXECUTIVE** _____**COUNCIL** ☒**CITE BASIS** **SCC 3.04.140(11)****HANDLING:**NORMAL ☒

EXPEDITE _____

URGENT _____

DEADLINE DATE _____

PURPOSE:

Approval of Professional Services Agreement CC05-25 will allow Snohomish County Public Works to utilize Citadel Environmental Services, Inc. for Dust Hazard Analysis

BACKGROUND:

- The Airport Road Recycling & Transfer Station (ARTS) and South West Recycling and Transfer Station (SWRTS) are responsible for consolidating and temporarily storing Snohomish County's waste before it is transported to its final disposal or treatment location.
- Dust and spillage at transfer stations can have negative consequences including, health risks for workers, fire hazards and potential environmental issues.
- NFPA 652 mandates the completion of a DHA analysis at least every five years for new and existing process facility in industries where combustible dust may be present.
- Through a Request for Proposals (RFP) Public Works has solicited the services of a consultant to assist the County with this project. Citadel Environmental Services, Inc. was one of two firms responding to RFP-25-047RB and was selected through established Federal, State and County policies and procedures.
- A Professional Services Agreement between Snohomish County and Citadel Environmental Services, Inc. was negotiated. The total budget for this ECAF is \$66,720.00.

FISCAL IMPLICATIONS:

EXPEND: FUND, AGY, ORG, ACTY, OBJ, AU	CURRENT YR	2ND YR	1ST 6 YRS
402 5067044101 Operations Prof. Services	\$66,720		\$66,720
TOTAL	\$66,720		\$66,720

REVENUE: FUND, AGY, ORG, REV, SOURCE	CURRENT YR	2ND YR	1ST 6 YRS
Solid Waste 402	\$66,720		\$66,720
TOTAL	\$66,720		\$66,720

DEPARTMENT FISCAL IMPACT NOTES:

Funds are included in the adopted 2025-2026 budget.

BUDGET REVIEW: Analyst _____ Administrator _____ Recommend Approval _____

CONTRACT INFORMATION:

ORIGINAL	<u>X</u>	CONTRACT #	<u>CC05-25</u>	AMOUNT	<u>\$66,720.00</u>
AMENDMENT	<u> </u>	CONTRACT #	<u> </u>	AMOUNT	<u>\$ </u>

CONTRACT PERIOD:

ORIGINAL	Start	<u>Execution</u>	End	<u>12/31/2026</u>
AMENDMENT	Start	<u> </u>	End	<u> </u>

CONTRACT / PROJECT TITLE:

Citadel Environmental Services, Inc. / Glendale, CA

CONTRACTOR NAME & ADDRESS (City/State only):**APPROVED:**

RISK MANAGEMENT:

Yes X No

COMMENTS:

PROSECUTING ATTY - AS TO FORM: Yes X No

OTHER DEPARTMENTAL REVIEW / COMMENTS:**ELECTRONIC ATTACHMENTS:** (List & include path & filename for each, e.g. G:\ECAF\deptname\docname_Motion)**NON-ELECTRONIC ATTACHMENTS:**