

ADDENDUM No. 1

RFP No. 23-38

Cost of Service Study for Solid Waste Unit

Due: July 21, 2023 at 2:00 P.M. (Local Time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes three (3) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- **Attachment A - Legal Status of Offeror**
- **Attachment B - Non-Discrimination Ordinance Declaration of Compliance**
- **Attachment C - Living Wage Ordinance Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
Page 14	As provided in the RFP No. 23-38 Document: Section II – Scope of Services, Subsection 2(f): Recommended financial model based on 5,10 and 20-year time horizons. As updated herein: Section II – Scope of Services, Subsection 2(f): Recommended financial model based on both a 5-year and a 10-year time horizon is required. In addition, a separate line item should be included in the work plan and fee schedule for an optional 20-year time horizon.

Comment: The intent of this change is to clarify that a recommended financial model based on both a 5-year and a 10-year time horizon is required, while also allowing for offerors to provide a

separate line item in the work plan and fee schedule for an optional 20-year time horizon for the City's consideration.

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: How many on-site meetings will the consultant be expected to attend?

Answer 1: **It is expected the consultant will need to attend a maximum of four (4) in-person meetings. One in-person meeting for a project kick-off; one in-person meeting for a presentation of final results to staff; and two possible in-person meetings for work sessions (if needed). Most meetings for this project, including a presentation to the City's Environmental Commission (if requested), are anticipated to be held on a virtual platform, such as Microsoft Teams or Zoom.**

Question 2: Can the City specify which fees the consultant will be expected to set? For example, the millage fee and the collection rates on the City's website.

Answer 2: **Millages are recommended by City Council and then approved by voters in the City, and therefore are not subject to change without being on a ballot. However, the consultant will be expected to make recommendations regarding the City's solid waste millage rate and any associated fees for solid waste services provided by the City. Any service fees associated with the City's contracted services including MRF operation and processing; compost processing, transfer station operations and tip rate and hauling services under the commercial refuse franchise agreement are established under agreement(s) and the consultant is not expected to set any of those rates.**

Question 3: Will the consultant be expected to design any tipping fees for the MRF or composting facility?

Answer 3: **No, MRF and composting facility fees (as mentioned in the answer to Question 2 above) are established under agreements with the parties providing those services. Any third-party rates for those facilities are set by the contracted operator, not by the City.**

Question 4: Can the City confirm that the consultant will be required to prepare fifteen (15) printed copies of the final report?

Answer 4: **Yes, the City does require fifteen (15) printed copies of the final report.**

Question 5: Can the City confirm that the model needs to include 5, 10, and 20 year time horizons?

Answer 5: **Please see the correction described in Section I: Corrections, Additions, Deletions of this Addendum.**

Question 6: Does the City have a preferred timeframe for forecasting (i.e. 5, 10 or 20 years)?

Answer 6: **Please see the correction described in Section I: Corrections, Additions,**

Deletions of this Addendum.

Question 7: What is the anticipated number of in-person meetings?

Answer 7: It is expected the consultant will need to attend a maximum of four (4) in-person meetings. One in-person meeting for a project kick-off; one in-person meeting for a presentation of final results to staff; and two possible in-person meetings for work sessions (if needed). Most meetings for this project, including a presentation to the City's Environmental Commission (if requested), are anticipated to be held on a virtual platform, such as Microsoft Teams or Zoom.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.