

# ADDENDUM No. 1

## RFP No. 18-04

### Solid Waste Resource Management Plan 2018-2022

**Due: February 8, 2018 at 2:00 P.M. (local time)**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Solid Waste Resource Management Plan 2018-2022, RFP No. 18-04, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes six (6) 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 must be included in submitted proposal:**

- **Attachment C - Non-Discrimination Declaration of Compliance**
- **Attachment D - Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will 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.

<b>Section/Page(s)</b>	<b>Change</b>
All Mentions	Remove: Title "Solid Waste Resource Management Plan 2018-2022"  Replace with: "Solid Waste Resource Management Plan 2019-2023"
SECTION II Scope of Services, Page 11	Insert: <ul style="list-style-type: none"><li>• Program Funding<ul style="list-style-type: none"><li>○ Benchmark approaches and methods used by other cities to fund solid waste, recycling and compost/organics management programs</li></ul></li></ul>

- Review City's current use of a dedicated solid waste millage and certain fees to fund these programs
- Provide analysis of anticipated revenue for the alternative funding approaches compared to the City's current revenue stream
- Through the Community Engagement element of the project, perform an analysis of the community's acceptance level for alternative funding approaches for these programs
- Service Delivery
  - Review the City's current use of both staff and contracted services for delivery of solid waste, recycling and compost/organics management.
  - Benchmark approaches and methods used by other cities to provide these services
  - In the event that the results of Washtenaw County's "Examination of Potential for Regional Approach to Recycling and Solid Waste" does not result in the emergence of a regional entity that the City could participate, examine potential for delivery of solid waste, recycling and compost/organics services for the City through cooperative contracting with other agencies within the City and neighboring communities
  - Provide recommendations to provide efficient and cost effective delivery of services to the City of Ann Arbor community

Section IV, Attachment A.  
Project Specific Items,  
Page 18

Remove:

- *Washtenaw County Solid Waste Management Plan Amendment*
- *Waste Diversion Site Feasibility Study: An Assessment of Recovery Facilities to Manage Recyclables*
- *City's Solid Waste Financial Plan*
- *City Solid Waste Program contracts for Recycle, Compost and Trash*
- *City's Capital Improvements Plan (CIP)*
- *Waste Less: City of Ann Arbor Solid Waste Resource Plan Update 2013-2017*
- *City of Ann Arbor Sustainability Framework*
- *Comprehensive Organics Management Plan*
- *Climate Action Plan*
- *Biodigester Feasibility Study*
- *Multi-Family Recycling Incentive Pilot Program Report'*

Replace with: "

- *Washtenaw County Solid Waste Management Plan Amendment*  
[http://www.ewashtenaw.org/government/departments/environmental\\_health/recycling\\_home\\_toxics/solid-waste/swpc.html](http://www.ewashtenaw.org/government/departments/environmental_health/recycling_home_toxics/solid-waste/swpc.html)

- *Waste Diversion Site Feasibility Study: An Assessment of Recovery Facilities to Manage Recyclables*  
[http://www.ewashtenaw.org/government/departments/environmental\\_health/recycling\\_home\\_toxics/solid-waste/WashtenawDiversionPlan103017Final.pdf](http://www.ewashtenaw.org/government/departments/environmental_health/recycling_home_toxics/solid-waste/WashtenawDiversionPlan103017Final.pdf)
- City's Solid Waste Financial Plan – (Currently under development and will be shared when complete)
- City Solid Waste Program contracts for Recycle, Compost and Trash:
  - Advance – Trash Disposal, Transfer and Transport
  - WM Franchise
  - Recycle Ann Arbor Curbside
  - Recycle Ann Arbor MRF
  - Recycle Ann Arbor Move In/Out
  - Ecology Center – In School and MRF Tours
  - WeCare Denali - Compost<https://www.a2gov.org/departments/trash-recycling/Pages/About.aspx>
- *City's Capital Improvements Plan (CIP)*  
<https://www.a2gov.org/departments/systems-planning/programs/Pages/Capital-Improvement-Planning.aspx>
- *Waste Less: City of Ann Arbor Solid Waste Resource Plan Update 2013-2017*  
<https://www.a2gov.org/departments/trash-recycling/Pages/About.aspx>
- *City of Ann Arbor Sustainability Framework*  
<https://www.a2gov.org/departments/systems-planning/planning-areas/climate-sustainability/sustainability/Documents/Ann%20Arbor%20Sustainability%20Framework%20051313.pdf>
- *Comprehensive Organics Management Plan*  
<https://www.a2gov.org/departments/systems-planning/planning-areas/Pages/Organics-Management-Plan-.aspx>
- *Climate Action Plan*  
<https://www.a2gov.org/a2energy/be-informed/Pages/climate-partners.aspx>
- *Biodigester Feasibility Study*  
<https://www.a2gov.org/departments/systems-planning/planning-areas/climate-sustainability/SiteAssets/Pages/Sustainability/Ann%20Arbor%20Biodigester%20FS.PDF>

- *Multi-Family Recycling Incentive Pilot Program Report*  
<https://www.a2gov.org/departments/trash-recycling/Pages/About.aspx>

## 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. The title page of the RFP states that the Solid Waste Resource Plan is to cover the years 2018-2022 while page 9 states that it is for 2019-2023. Can you clarify?

Answer 1. See I, Corrections, Additions, Deletions. The title has been modified throughout the document to reference 2019-2023.

Question 2. Attachment A of the RFP (page 18) lists “Waste Less: City of Ann Arbor Solid Waste Resource Plan Update 2013-2017” as a document available for review. The document is available on the website (Main document at [www.a2gov.org/departments/trash-recycling/Documents/WasteLessFive-YearPlan%20As%20Amended%20100713.pdf](http://www.a2gov.org/departments/trash-recycling/Documents/WasteLessFive-YearPlan%20As%20Amended%20100713.pdf) and appendix at [www.a2gov.org/departments/trash-recycling/Documents/A2\\_WasteLessFive-YearPlan\\_APPENDIX\\_10-7-13.pdf](http://www.a2gov.org/departments/trash-recycling/Documents/A2_WasteLessFive-YearPlan_APPENDIX_10-7-13.pdf) ) but the “PUBLIC ENGAGEMENT SUMMARY (Separate attachment)” listed in the Table of Content is not included in either document. Can you provide the Public Engagement Summary?

Answer 2. The City is unable to locate the Public Engagement Summary; the only information available is the information on the website.

Question 3. Within the Community Engagement process, is there an expectation of an ongoing "committee" structure to report to as the project progresses, or does the Project Team report periodically to the City Staff?

Answer 3. The consultant will meet on a regular basis with the City staff team to report to as the project progresses. The City is anticipating that the Community Engagement process will include working with committee(s) of stakeholders in informing, guiding and advising on the project development, but the Project Team will report to the City staff team.

- Question: 4. Does the City have any required stakeholders to be included in the Community Engagement process?
- Answer 4. The City would expect the consultant to utilize the City's Stakeholder Analysis Worksheet which is part of an internal Community Engagement Toolkit to determine the stakeholders to be involved.
- Question: 5. The Key Work Plan Elements list the City's Solid Waste Financial Plan, Comprehensive Annual Financial Report, and CIP Plan. Is there an expectation to prepare a financial analysis of the solid waste programs of the City? Is there an expectation to analyze and offer revenue solutions for the City?
- Answer 5. See **I, Corrections, Additions, Deletions** above. In addition, refer to **SECTION II – SCOPE OF SERVICES** in the RFP, item 2. **Key Work Plan Elements, Identify Logistics and Resource Needs to Implement Recommendations.**
- Question 6. What is the anticipated contractual payment the City is offering for the RFP Scope of Services?
- Answer 6. Contractual payments are determined by the consultant's proposal and the final negotiated scope of work with the selected Proposer.
- Question 7. Can the City please provide links and/or files to the reference documents listed on page 18/Attachment A of the RFP document?
- Answer 7. See **I, Corrections, Additions, Deletions** above.
- Question 8. When will the City documents listed on page 10 of the RFP be made available, particularly the Contractual Relationships and Compensation Values, and current performance metrics and relationship to goals?
- Answer 8. See **I, Corrections, Additions, Deletions** above.
- Question 9. Community involvement in the existing WasteLess Plan seems directed at educational efforts and the RFP seems directed at soliciting stakeholder involvement. Has there been community feedback collected to date that indicates disengagement or dissatisfaction with the program, or conversely that educational efforts weren't active enough?
- Answer 9. The City has not collected any direct feedback as of this date.

Question 10. Have the demographics of City changed significantly in the last 5-years that would potentially influence waste generation?

Answer 10. The selected firm may consult with the City's Planning Unit to examine any data that the City may have regarding the City's demographics. They do not have this data readily available to forward at this time.

Question 11. What is the anticipated interaction with County for implementation as County draft plan indicates County would like to take leadership role?

Answer 11. The County will be stakeholder for this project. With the City's desire to have this plan developed within the context of the recent County Solid Waste Plan Amendment (see **SECTION II – SCOPE OF SERVICES**, item 1. **Overview and Background**), it is the City's anticipation that the County's role, if any, in the implementation of the plan's recommendations would be included into those recommendations through the County's involvement as a project stakeholder.

Question 12. Do the 2015 waste composition and generation rates in draft County plan appear consistent with your data and estimates (projected vs real)?

Answer 12. The rates provided were accurate as to the questions asked during the time-period they were requested.

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