

## ADDENDUM No. 1

### RFP No. 18-08

## Engineering Services for Landfill Scale and Entrance Improvements

**Due: February 13, 2018 at 10:00 A.M. (Local Time)**

The following changes, additions, and/or deletions shall be made to the Request for Proposal for **Engineering Services for Landfill Scale and Entrance Improvements, RFP No. 18-08**, on which proposals will be received on/or before February 13, 2018, by 10:00 A.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 six (6) pages.**

**The Respondent is to acknowledge receipt of this Addendum No. 1, including all attachments (if any) in its Proposal. Proposals submitted without acknowledgement of receipt of this addendum will be considered nonconforming.**

The following forms provided within the ITB Document must be included in submitted bids at bid opening.

- **Attachment C – Non-Discrimination Ordinance Declaration of Compliance**
- **Attachment D – Living Wage Ordinance 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. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the ITB.

**Question #1:** Can you provide the sign-in sheet and minutes from the pre-proposal meeting?

**Answer:** Yes, the pre-proposal meeting notes and sign-in sheet are attached to this Addendum.

**Question #2** Do the limits of the original landfill extend under the existing concrete driveway?

**Answer:** Yes, as-built drawings for the landfill slurry wall indicate refuse buried up to the southern property line. Please see attached Exhibit 5 for the approximate limits of the slurry wall at the landfill.

**Question #3:** Regarding the Paradigm CompuWeigh System, has there been a firm that Ann Arbor has utilized for updating the current software or have you generally performed that work internally?

**Answer:** The City issued RFP #999 for scale management software in 2017. Paradigm Software, LLC was awarded the contract for the installation of the new solid waste management software and provide and support for up to five years.

**Question #4:** Submittal of plans to Pittsfield Township for site plan approval may not be necessary, depending on where the scale is located. How should this be addressed when preparing the Fee Proposal for the project?

**Answer:** Within the Fee Proposal, identify costs for Pittsfield Township Site Plan Approval as an alternate line item not included within the base fee. Provide separate hourly breakdown specifically associated with the Pittsfield Township Site Plan approval process.

**Question #5:** Regarding Task #2 on page 11, our experience is that the certification of the scale is typically performed by the contractor that has installed the scale or an independent 3rd party with similar skills. Please clarify what role Ann Arbor desires the Civil Engineer to have regarding the scale(s) registration and decommissioning of the existing scale?

**Answer:** This task shall only involve developing specifications or other requirements within the bid documents to ensure that new scale is properly registered and the old scale is properly decommissioned during the construction process.

**Question #6:** Is traffic count information available for the existing scale?

**Answer:** Yes, existing traffic counts will be provided to the selected consultant. During the summer of 2017, the approximate monthly truck count at the existing scale was 1,740. The consultant shall evaluate past data and develop future traffic count projections based on potential facility changes discussed during the concept phase.

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

# Engineering Services for Landfill Scale and Entrance Improvements – RFP #18-08

## Pre-Proposal Meeting Minutes

Thursday, January 25, 2018  
2:00 p.m. at the Wheeler Service Center

- I. Introductions
- II. General
  - a. Proposals are due Tuesday, February 13, 2018 at 10:00 a.m. at the Customer Service Desk on the first floor of City Hall at 301 East Huron Street, Ann Arbor, MI 48107.
  - b. Please sign the meeting sign-in sheet.
  - c. Addenda
    - i. Addendum #1 – Issued the week of February 5.
      1. Include the Pre-Proposal Minutes and Sign-in Sheet
      2. Any required question responses or clarifications
      3. Must acknowledge the addenda in your proposal.
  - d. All questions must be submitted in writing by February 5 at 10:00 am.
  - e. Project Overview
    - i. Installation of a new unattended scale to serve the solid waste facilities located at the Wheeler Service Center.
    - ii. Removal of the existing scale at the MRF.
    - iii. Site security improvements – Fencing, Access Management, Communications
    - iv. Total project budget - \$1,280,000
  - f. Forms
    - i. Four forms must be included with the proposal submittal
      1. Legal Status of Respondent
      2. Non-Discrimination Declaration of Compliance
      3. Living Wage Declaration of Compliance
      4. Vendor Conflict of Interest
  - g. Selection Criteria
    - i. Professional Qualifications – 25 Points
    - ii. Past Involvement with Similar Projects – 25 Points
    - iii. Proposed Work Plan – 30 Points
    - iv. Fee Proposal – 20 Points
  - h. Fee Proposal must be sealed in a separate envelop as detailed in the RFP.
  - i. Interviews tentatively scheduled for the week of March 5 if necessary.
  - j. Consultants must be willing to sign the attached Professional Services Agreement
  - k. Schedule
    - i. Expected Council Approval – April 2018
    - ii. Bid Documents – September 2018.

### III. Scope Overview

- a. Engineering design services for the installation of a new scale for the solid waste facilities and site security improvements. Includes all work through Contract Award.
  - i. Develop conceptual designs for scale location and layout.
  - ii. Anticipate need for City of Ann Arbor site plan approval. Identify fees for Pittsfield Township site plan approval as an alternate cost, since it may not be necessary.
  - iii. Geotechnical Review – Potential issues with old refuse under the scale location. Map will be provided for potential refuse limits.
  - iv. Stormwater improvements will be necessary to address added impervious area.
  - v. Three public or large internal meetings
  - vi. All permitting – Construction permit submittal for modifications to the solid waste facilities is required.
  - vii. Bid Assistance
  - viii. Contractor Recommendation

### IV. Other Topics/Questions

#### Contact Information:

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Public Works Engineer

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**PRE-PROPOSAL MEETING SIGN-IN SHEET**

**PROJECT: Engineering Services for Landfill Scale and Entrance Improvements  
RFP #18-08**

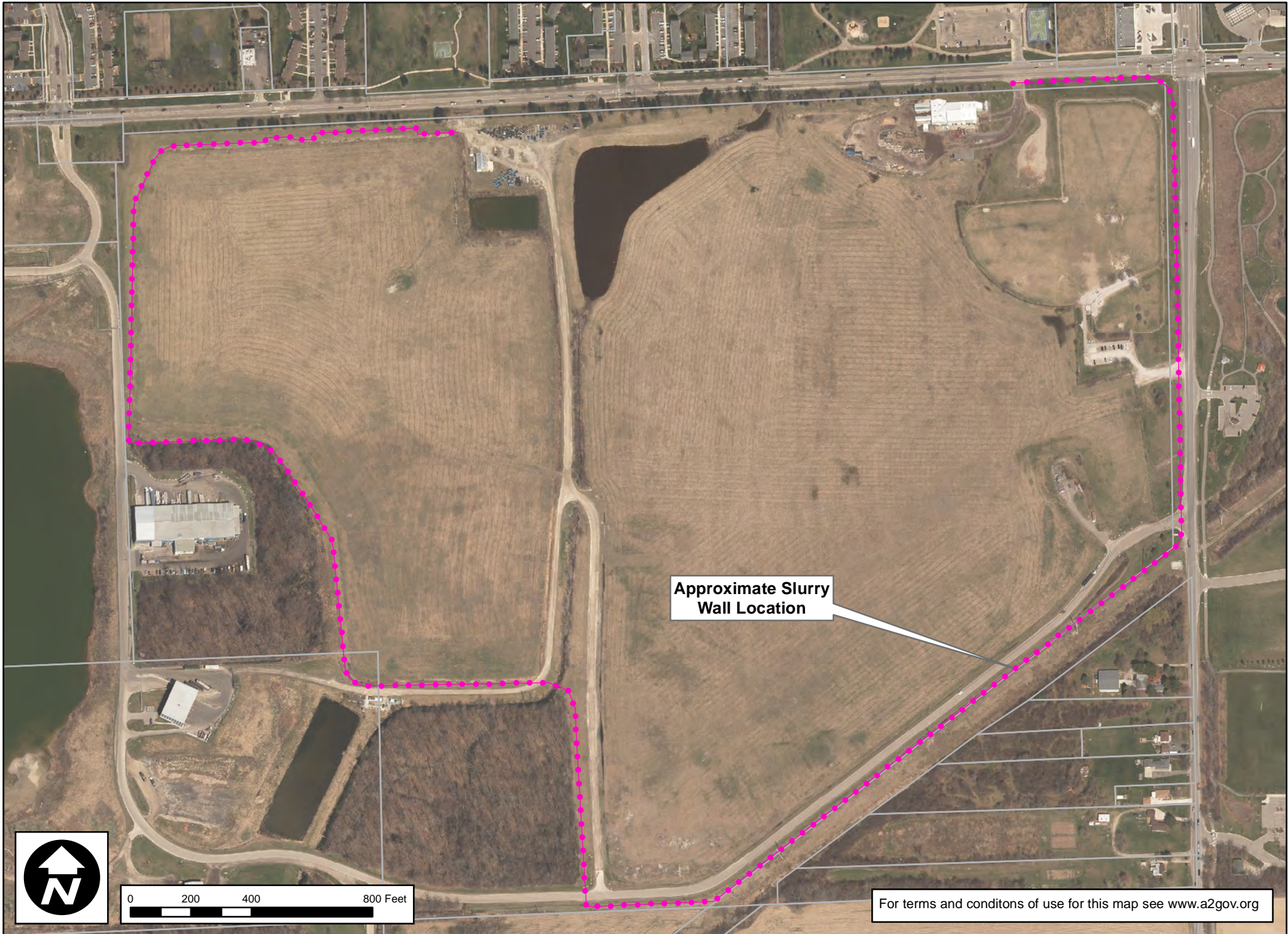
**Date: 1/25/18**

PLEASE PRINT

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# Figure 5 - Slurry Wall Limits



Approximate Slurry  
Wall Location



0 200 400 800 Feet

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