

ADDENDUM No. 1

RFP No. 25-23

Circular Economy Action Plan Consulting

Due: May 29, 2025 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 eleven (11) 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 B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form of the RFP Document**

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. 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: Will the City be blending its own funds in addition to the grant award to fund this project?

Answer 1: Depending on the bids received, the City may contribute a small portion of it's own funding to this award.

Question 2: Does bi-weekly mean every other week or twice per week?

Answer 2: Bi-weekly means every other week.

Question 3: Will meetings, such as meetings with the steering committee, be held in person?

Answer 3: Meetings will be a combination of in person and virtual. This work will require in-person engagement in the Ann Arbor community but many of the coordinating meetings can be done virtually.

- Question 4: Do you have an estimate of the percent of work that will be face-to-face?
Answer 4: Not at this time. Respondents are welcome to denote which tasks they believe should be in person.
- Question 5: Will the summaries and recommendations from the resident advisor work feed into the next steps of this work?
Answer 5: Yes
- Question 6: How does the City envision the Circular Economy Action Plan being used? Will it be more of an internal roadmap or a public facing roadmap? And how does the City envision the action plan being implemented?
Answer 6: The Action Plan will serve as an internal roadmap that is accessible to the public. The degree to which it is a public facing roadmap as well as how the final result will be implemented will be determined through this action planning process.
- Question 7: For the City's climate action plan, will the selected vendor be working with the firm who is working on the climate action plan? And is the Circular Economy Action Plan meant to help make the climate action plan happen?
Answer 7: The City's A²ZERO Plan is a living document that has already been created. The selected firm will work directly with the Ann Arbor Office of Sustainability and Innovations (OSI) - the creators and caretakers for the City's A²ZERO plan. The Circular Economy Action Plan will complement the A²ZERO Plan.
- Question 8: Can you say more about the funds for this project?
Answer 8: This is an EGLE NextCycle grant that was awarded to the City of Ann Arbor to create a Circular Economy Action Plan.
- Question 9: What percentage of businesses in Ann Arbor do you want to reach?
Answer 9: This may be decided as we establish the business/institutional engagement strategy for this work. Moreover, the City expects a variety of engagement methods with some methods reaching more businesses and others being targeted engagement with a select few.
- Question 10: Will there be any partnership with the current vendor and Resident Advisors?
Answer 10: The vendor for this contract will work directly with the Office of Sustainability and Innovations (OSI) and the Steering Committee. Resident engagement will be limited, although some may still occur, but it will be facilitated through the City's OSI.
- Question 11: The City already knows a lot about what is happening regarding circular economy programming, so what are we trying to learn?
Answer 11: This work will build on knowledge of what is happening internally and externally as well as what businesses would like to see happening to advance the circular economy.
- Question 12: Do you have in mind a number of businesses/institutions specifically that the vendor will engage with as part of the scope of the contract?
Answer 12: This may be decided as we establish the business/institutional engagement strategy for this work. Moreover, the City expects a variety of engagement methods

with some methods reaching more businesses and others being targeted engagement with a select few.

Question 13: How important is visual story telling as part of the action plan.

Answer 13: Story telling is critical to our work and bidders are welcome to propose as many different engagement and storytelling techniques as they feel are appropriate.

Question 14: Do you have any imagining of how the plan will be communicated?

Answer 14: The Action Plan will serve as an internal roadmap that is accessible to the public. The degree to which is it a public facing roadmap as well as how the final result will be implemented will be determined through this action planning process.

Question 15: Is the intention for the plan to be accessible to the public?

Answer 15: Yes.

Question 16: Related to the scope of businesses/institutions being the target, is there room for non-profits and other types of organizations?

Answer 16: Yes.

Question 17: Will A²ZERO data be available for the vendor throughout this project, including metrics since establishing it?

Answer 17: Public data will be available to the vendor throughout this project and much of this data can be found at: <https://analytics.a2gov.org/superset/dashboard/osi-performance-metrics/?standalone=2>

Question 18: Is solid waste data available?

Answer 18: We collaborate closely with our Solid Waste Department and they will share relevant data with the selected vendor(s).

Question 19: Do you see the steering committee made up of only City staff?

Answer 19: Yes, as of now, the steering committee will be made up of City staff from several departments.

Question 20: Other than A²ZERO, are there any other external factors motivating this RFP right now?

Answer 20: Yes, general community sentiment regarding advancing the circular economy are part of the impetus to move this work forward at this time.

Question 21: What type of contract is the City anticipating issuing?

Answer 21: A professional services contract.

Question 22: What will the level of engagement be with institutions? Is the City seeking survey, focus group, or a combination?

Answer 22: This work will be a combination of different engagement strategies and bidders are welcome to propose which approaches they think are most appropriate.

- Question 23: Will the City be supporting the vendor in reaching out and having these conversations?
- Answer 23: The City will provide guidance that will support the vendor in engaging businesses and institutions. In some situations, the City may lead vendor engagement but, in general, the City is looking for bidders to propose and execute on engagement approaches.
- Question 24: Will the engagement work with resident advisors be available?
- Answer 24: Yes.
- Question 25: What level of involvement will the selected vendor have in preparing grant reports?
- Answer 25: OSI will submit grant reports. The City will work closely with the selected vendor to gather information needed to be included in all required grant reporting.
- Question 26: Can you speak to the Asset Map and Needs Assessment?
- Answer 26: Understanding the landscape through asset mapping and a needs assessment is critical to action planning. This work is going to determine how the various phases and proposed actions tie together into the Action Plan. Bidders are welcome to propose how they anticipate completing an asset map and needs assessment as part of their proposal.
- Question 27: Do you anticipate multi-language engagement being a part of this project?
- Answer 27: Yes. The City has a contract with Language Line and can translate materials, as relevant, as part of this project.
- Question 28: There is a discrepancy in the proposal submission page number. What is the correct page limit?
- Answer 28: We are going with the more generous amount, which is the 30 pages double-sided allotment.
- Question 29: Will this report focus on closing any specific gaps? From the previous initiatives, were any gaps identified that we need to close?
- Answer 29: No specific gaps needing closing have been identified. Instead, gaps may be discovered as part of the needs assessment and asset mapping that will need to be addressed in the final action plan.
- Question 30: Have there been any lessons learned from the resident engagement portion of this project?
- Answer 30: Will have more clarity after the report from the resident advisors has been finalized. The final version of this report will be shared with the selected vendor(s).
- Question 31: What does success look like after the first year?
- Answer 31: Success will be a combination of effective completion of established deliverables, remaining on track with the project timeline, remaining on budget, and being deeply engaged in the community. Penultimate success if a clear action plan that is being implemented and demonstrably moving the community toward a more circular economy.

Question 32: Can you speak to the budget ceiling?

Answer 32: This work is being funded, largely, through a grant. As such, the budget ceiling is the amount awarded to the City through the NextCycle program.

Question 33: Following the Circular Economy Action Plan report, is the City seeking a vendor to implement the Circular Economy Action Plan?

Answer 33: We do not yet know how we will move forward with implementation of the action plan and what role, if any, consultants will play in implementation.

Question 34: How will the Circular Economy Action Plan uplift the A²ZERO plan?

Answer 34: This plan will help to elaborate the actions in strategy 5 of A²ZERO, but it will also extend to other strategies within A²ZERO. The goal is that the action plan is a tangible manifestation of what can be done to achieve the circular economy goals in A²ZERO.

Question 35: Should we include any other direct thoughts in the proposal? Should we detail more in the proposal?

Answer 35: Respondents are welcome to include whatever detail they believe will be helpful in City staff evaluating their proposal.

Question 36: For other initiatives within the City, has there been resistance to sustainability, and has there been any lessons learned?

Answer 36: Ann Arbor is a fantastic place to implement sustainability programming. Effective communication and trust building an important aspect to implementing initiatives of any kind.

Question 37: Are there any limitations or expectations about sub-contracting if the selected vendor determines they will need to sub-contract?

Answer 37: Please see the RFP for details regarding subcontractors and associated processes.

Question 38: In this work, is there room for considerations for construction and demolition entities, or is it more focused on existing infrastructure?

Answer 38: Yes.

Question 39: Do you have any way to assess the impacts of the actions being taken? CE success is measured in many ways.

Answer 39: We will establish what key metrics in collaboration with our selected vendor(s).

Question 40: Are there any coalitions or business councils that you anticipate the vendor to work with as part of this project?

Answer 40: There are some that exist in this context that we anticipate engaging with (e.g., Downtown Development Authority, Main Street Area Association, Kerrytown Association, Chamber of Commerce). However, we will be looking to bidders for details on who they think is most important to engage with, why, and how.

Question 41: Will the steering committee remain limited to City staff? Is it possible for businesses to be involved in the steering committee?

Answer 41: The steering committee will be made up of City staff.

Question 42: Will there be any university interplay in the scope of this project?

Answer 42: University of Michigan may be an institution that will be engaged as part of this project.

Question 43: Where is the boundary in your mind set for Ann Arbor as a domain?

Answer 43: The City's Office of Sustainability and Innovations is leading this work and is funded by the Ann Arbor taxpayers. As such, the majority of the work done as part of this award has to focus on the City of Ann Arbor.

Question 44: In the RFP, you outlined the importance of equitable methods for the survey, ensuring underrepresented voices are heard. Are there examples of this for this work of business/institutions that haven't been targeted?

Answer 44: Equity is at the core of the work that we do. Our standards are to be intentional in developing and implementing equitable engagement strategies. As such, the City does have some examples for methodological approaches that it will share with the selected vendor(s) regarding how to achieve more equitable distribution of surveys as well as engagement practices.

Question 45: What kind of level of detail and format for deliverables? High level road map or actions and items?

Answer 45: It may be a combination, but it needs to be relevant to the audience we are attempting to reach.

Question 46: The RFP talks about two variations of the Circular Economy Action Plan. What variations exist for the CE Action Plan?

Answer 46: We are currently finalizing the resident engagement report of the Circular Economy Action Plan (variation one). The next step is outlined in the RFP and will focus on business and institution engagement report (variation two). These two components will then incorporate into one action plan.

Question 47: Is this action plan being guided by any overall goal and metrics?

Answer 47: In A²ZERO, there are strategies and actions. Each strategy has actions and it all ties into the overarching steps that we need to take in Ann Arbor for a just transition to carbon neutrality. See Strategy 5 for more details on the circular economy and related goals.

Question 48: Do you foresee an iterative procedure for revisiting the Circular Economy Action Plan as the environment of Ann Arbor changes?

Answer 48: Yes.

Question 49: Are there any specific priorities for Ann Arbor on materials or a focus area within the phrase "Circular Economy"? Is there a specific aspect of circular economy that Ann Arbor is focusing on?

Answer 49: While the City has been undertaking numerous activities under the umbrella of the circular economy, we are not limiting ourselves to just that work at this time. Instead, we want to hear what the public is looking for so we can respond accordingly.

- Question 50: Looking at the contract and funding from EGLE, how much of the budget will the vendor be using?
- Answer 50: We've budgeted roughly \$100,000.
- Question 51: Is this circular economy planning specifically focused on waste and commodities, or are service areas in the scope as well? Does the scope extend beyond physical commodities?
- Answer 51: This work is open across all areas of the Circular Economy. Bidders should discuss any thoughts they have on this topic in their responses.
- Question 52: The City did the Green Business Challenge last year and Circular Economy was a part of that. I assume there will also be learnings from that work that we can learn from in this work.
- Answer 52: We will have an internal Green Business Challenge employee on the steering committee to help ensure that lessons learned from that ongoing program are integrated into this work.
- Question 53: Does the City have any published findings it can share regarding residential feedback thus far toward developing the circular economy plan?
- Answer 53: The report is being finalized and will be available soon after June 30, 2025.
- Question 54: Does the City of Ann Arbor have a preferred definition of "circular economy?"
- Answer 54: They City's working definition of Circular Economy can be found on our website at <https://www.a2gov.org/sustainability-innovations-home/sustainability-me/for-families-individuals/circular-economy/>
- Question 55: Is there a budget range for proposals?
- Answer 55: Bidders should submit what they believe will be necessary to complete the scope of work as outlined in the Request for Proposals.
- Question 56: Could you please elaborate on the anticipated budget or funding available for the development and implementation of the Circular Economy Action Plan?
- Answer 56: We've budgeted roughly \$100,000.
- Question 57: Do you have preferences or guidance on the specific type(s) of stakeholder engagement you would like to gather input from businesses/institutions, such as public surveys, one-on-one interviews, group listening sessions, and facilitating working sessions?
- Answer 57: This work will be a combination of different engagement strategies and bidders are welcome to propose which approaches they think are most appropriate.
- Question 58: Do you have a preference for in-person, virtual, or a combination of stakeholder engagement?
- Answer 58: Meetings will be a combination of in person and virtual. This work will require in-person engagement in the Ann Arbor community but many of the coordinating meetings can be done virtually.

- Question 59: Beyond the scope of work's location requirement to conduct a portion of the engagement in person, do you have a strong preference for local operators and/or can you verify the volume of in-person meetings you will require?
- Answer 59: This work will require in-person engagement in the Ann Arbor community but many of the coordinating meetings can be done virtually.
- Question 60: In addition to reviewing and synthesizing the findings from the resident and business/institutional engagement, will the selected team be able to engage with the consultant (GOWA) that ran the resident engagement, directly?
- Answer 60: The GOWA contract will be completed on June 30, 2025 and the Office of Sustainability and Innovations (OSI) will be the primary entity engaging with residents. If needed, OSI may be able to arrange meetings with the resident advisors and previous contractors.
- Question 61: Will the facilitated meetings with businesses/institutions be made public, i.e., recorded, broadcast on CCTV or other?
- Answer 61: All notes from meetings will be public but there is currently no intention of broadcasting meetings.
- Question 62: According to City Council records of the grant contract with EGLE, it appears that \$100k has been allocated for this project – is this correct and is there additional budget available?
- Answer 62: Yes, \$100,000 has been allocated for this project.
- Question 63: Does the City have a standard format for the expected components of the “circular economy action plan” (e.g., following the format of the EU’s new circular economy action plan, as adopted by the European Commission in March 2020)?
- Question 63: The format of the action plan has not been decided yet. We are open to suggestions.
- Question 64: What is the reasoning for the two year plan? Could we complete the work in less time or do funds need to be dispersed over a two-year period?
- Answer 64: The timeline is associated with the grant timeline. And yes, the work could be completed on a more expedited timeline.
- Question 65: Are there interim deliverables due? If so, when?
- Answer 65: Biweekly check-ins will be required as will meeting notes from events.
- Question 66: Can any of the Meetings with City Staff be virtual?
- Answer 66: This work will require in-person engagement in the Ann Arbor community but many of the coordinating meetings with City staff may be done virtually.
- Question 67: Can any of the Meetings with the City's Internal Steering Committee be virtual?
- Answer 67: This work will require in-person engagement in the Ann Arbor community but many of the coordinating meetings with the Steering Committee may be done virtually.

- Question 68: Is there are preferred format for the survey to capture qualitative and quantitative insights from businesses/institutions in Ann Arbor (Qualtrics, SurveyMonkey, etc.)?
- Answer 68: This work may leverage a combination of different formats and bidders are welcome to propose which approaches they think are most appropriate.
- Question 69: What is the anticipated level of influence the businesses and institutions would have on the final "Business/Institutional Engagement Report's findings? What about the draft and final Action Plan?
- Answer 69: Business and institutions are vital stakeholders in our circular economy work so we anticipate their feedback will play a large role in shaping the final Circular Economy Action plan.
- Question 70: Will the city provide any incentives for businesses/institutions to participate in the engagement meetings, such as gift cards, etc?
- Answer 70: No other than potential refreshments.
- Question 71: Can you provide any more information about the scope of the Asset Map creation and Needs Assessment that is envisioned on page 12?
- Answer 71: Understanding the landscape through asset mapping and a needs assessment is critical to action planning. This work is going to determine how the various phases and proposed actions tie together into the Action Plan. Bidders are welcome to propose how they anticipate completing an asset map and needs assessment as part of their proposal.
- Question 72: Section II.4 says: All interested bidders must be able to conduct in person engagements with businesses and institutions in Ann Arbor for at least a portion of their engagements. What portion (percent) of the engagements are bidders expected to conduct in person?
- Answer 72: Bidders are welcome to propose what percentage they think will be appropriate given the goals of the RFP.
- Question 73: Section I.A says: All awards shall be good for a period of two (2) years. Section II.5 says: All work awarded must be completed within two years of grant signing at the latest. Is completion required within two years of Ann Arbor signing a contract with the bidder? Or within two years of Ann Arbor signing the grant with EGLE?
- Answer 73: Completion is required within two years of the City of Ann Arbor signing the grant agreement.
- Question 74: What existing channels does the city use to communicate with businesses and institutions?
- Answer 74: Many. The City has an existing A2ZERO Collaborators network, works with all the local associations, is connected with the Chamber of Commerce, and has a Green Business Challenge that engages with local businesses and institutions. In addition, City staff in the Office of Sustainability and Innovations have strong local connections that can be leveraged as part of this project.

- Question 75: Will city provide office or conference space for the awardee? Per page 5 of the RFP: The City shall give Contractor access to City properties and project areas as required to perform the Services. What does that mean?
- Answer 75: No.
- Question 76: What is the overall funding for this effort? Will the city rely on grant funds only? Or, will the city supplement the grant funds? And if so, what is the overall funding expected?
- Answer 76: This work is being funded, largely, through a grant. As such, the budget ceiling is the amount awarded to the City through the NextCycle program.
- Question 77: How many engagement sessions does the city expect? RFP page 11 says: Facilitate Meetings with Businesses/Institutions.
- Answer 77: This will be decided as we establish the business/institutional engagement strategy for this work. Bidders should discuss any thoughts they have on this topic in their responses.
- Question 78: How many rounds of surveys does the city expect?
- Answer 78: This may be decided as we establish the business/institutional engagement strategy for this work. Bidders may discuss any thoughts they have on this topic in their responses.
- Question 79: Does the city have a mailing list of businesses that would be targeted for engagement and survey distribution? Or would the provider be responsible for fully developing the distribution list for the engagement and survey?
- Answer 79: The City has many outreach and engagement vehicles that will be leveraged as part of this scope of services. However, we also expect the selected vendor to provide additional recruitment support services.
- Question 80: Does the city have data on procurement and waste trends for specific businesses and/or institutions? This will help inform which engagements to focus on.
- Answer 80: We collaborate closely with our Solid Waste Department and they will share relevant data with the selected vendor(s).
- Question 81: What is the end date for completing the proposed statement of work?
- Answer 81: Two years from when the City signed the grant agreement.
- Question 82: If the contract type is firm fixed price, what is the preferred cost proposal format? Price by task? By deliverable? Or an overall amount that will be billed on a % complete basis?
- Answer 82: Bidders can present their budget in whatever format they prefer. The City will evaluate on a task basis.
- Question 83: If the contract type is time and materials, are all-inclusive category rates the preferred format? Are rates to cover the entire contract period (approx 2 years)? Should the cost proposal include ODCs? Are markups on ODCs allowed? Should proposed subcontractor costs be presented in the same format as the bidder?
- Answer 83: Bidders can present their budget in whatever format they prefer. The City will evaluate on a task basis.

Question 84: Does the cost estimate criteria allow for a "menu" of options or making some pieces optional?

Answer 84: Bidders can present their budget in whatever format they prefer. The City will evaluate on a task basis.

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