

***Request for Proposals: Regional Assessment Procedure Documenting Operational Process and Diversion Rates for Construction and Demolition Debris Recovery Facilities:***

## **Response to Questions**

***\*\* Please note as discussed in the response to Question #15, all proposals responding to this RFP must follow all submission guidelines described in the RFP with the revised submission time/date of 12:00 PM (Noon / Pacific Daylight Time) on Friday, August 12, 2016.***

- 1. Does the Partnership have a budget in mind for this work? Response:*** The public agency participants currently do not have a budget for this program. Budget development and funding by participating public agencies will be based on budget information included with the selected proposal. The public agency participants anticipate that proposers will demonstrate value for their proposed projects by providing reasonable costs.
- 2. In regards to the RFP, how many facilities total will fall under this jurisdiction? Response:*** Currently, C&D facility assessment/certification programs operated by City of San Jose and RecycleSmart include 24 and 43 facilities respectively. Although operating independently, both certification programs include many of the same facilities. The public agency participants for this RFP do not see the San Jose or RecycleSmart facility numbers as exhaustive and believe that there are many more facilities that may want to participate in a regional assessment program. For this reason, the participants do have an estimate of potential participating facilities, and will not apply a limit on the number of facilities that may be included in this regional program, if implemented.
- 3. The RFP for Regional Assessment Procedure Documenting Operational Process and Diversion Rates for Construction and Demolition Debris Recovery Facilities states that questions are due on "Tuesday, July 22nd." Is the intention that they be due by Friday, July 22nd? Response:*** To ensure fairness in this process, the deadline for questions about the RFP was extended to Tuesday, July 26, 2016, and an email notification was sent out indicating this occurrence.
- 4. How do SCWMA and the other Participants envision engaging with the selected consultant – will there be one point of contact (e.g., SCWMA) that will manage the engagement through Task 1, or will the selected consultant be responsive to each of the Participants during that Task? Similarly, to whom should we address the transmittal letter – SCWMA only? All Participants? Response:*** The SCWMA should be the addressee for transmittal letters associated with the current RFP proposal submissions. A single agency from the participant group will act as POC and manage engagement during the Task 1 phase. For Task 2, the contractor will enter into individual contracts with each participating public agency.

5. ***The RFP states that respondents are to separately respond to both Methodologies A and B. The RFP also states that proposals are to be concise. Given that Methodology B is inclusive of all items in Methodology A, would it be acceptable in our description of Methodology B to concisely describe what that methodology entails that isn't otherwise addressed in Methodology A? Response:*** No, for the sake of clarity, activities already described for Methodology A should be restated as part of Methodology B.
6. ***In section 3.1 of the RFP, the "Description of Assessment Costs & Fees" states that the costs of development the assessment procedures and the cost to conduct the assessments are to be included in the detailed descriptions of Methodologies A and B. Is it the SCWMA/Participants intention for these costs to be described and listed in the "Project Approach" section of the proposal as well as in the "Cost Proposal", or will inclusion of a "Cost Proposal" section suffice? Furthermore, is the "Cost Proposal" intended to be part of the complete proposal package, or separate from it? Response:*** The proposal submissions must provide separate and detailed cost descriptions that address development of the assessment methodologies (A&B) and a separate fee schedule for conducting the assessments once the selected methodology is developed. These cost/fee descriptions should be included in a clearly identified Cost Proposal section that is either part of the proposal or attached to it.
7. ***What budget do the SCWMA/Participants anticipate for Task 1 - Procedure Development? Response:*** Please see response to question #1.
8. ***Section 5 of the RFP specifies Arial font. Are other sans serif fonts such as Calibri also acceptable? Response:*** Substitute fonts are acceptable, as long as they are easily readable.
9. ***In Section 7.5, regarding the Experience section of the proposal, do SCWMA/Participants have a preference regarding how the project examples are provided? Given the page limits, we assume that the examples should not be included in the body of the proposal. We suggest including them as an appendix, via submittal of examples via separate PDFs, and/or inclusion of a web-link URL to PDFed examples in the body of the proposal. Please let us know your preferred method(s)? Response:*** Please do not use web-links. Proposers may include experience descriptions in the proposal main body or as an attachment. However, primary interest is clarity so descriptions must be clearly and separately identified.
10. ***How many facilities are in the participating jurisdictions and how many do you expect to participate each year? Response:*** Please see response to Question #2. Additionally, the public agency participants do not have an expectation or estimate regarding the number of facilities participating annually.
11. ***Should the proposed assessment procedure quantify materials by type that are accepted by the evaluated facility? Or all the types and overall quantity of incoming materials? Response:*** Quantify materials by type with resulting overall quantity/weight of incoming materials.

12. ***Would the successful consultant have an opportunity to change the estimated costs to conduct assessments at the facilities after Task 1, development of the protocol, is complete?*** **Response:** The proposed cost schedule is a baseline that may evolve as a result of methodology development and discussion with the public agency participants. Any change must be qualified and approved by the participants. Please keep in mind that a primary objective for this program is avoidance of expensive assessment cost that will create an obstacle to facility participation.
13. ***Is there a target date for the assessments to be available to facilities?*** **Response:** On or about March 2017.
14. ***After a certain date, will facilities need to have an assessment to receive C&D material from participating jurisdictions?*** **Response:** This will be determined by each public agency participant individually. The expectation is that the majority of participants will require facilities to receive assessments in order to receive C&D material.
15. ***Given the extension of the question due date, would SCWMA/Participants also consider an extension of the Proposal due date? This would allow proposers to have more time to consider answers to the questions.*** **Response:** Yes, in consideration of the extension provided for submitting questions and time required to respond to submitted questions, **the public agency participants are extending the proposal submission date to Friday, August 12.** All proposals responding to this RFP must follow all submission guidelines described in the RFP with the revised submission time/date of 12:00 PM (Noon / Pacific Daylight Time) on Friday, August 12, 2016. Please provide an electronic copy only.