

Addendum No. 1 to RFP #23-21



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP #23-21
Zero Waste Program Planning

From: Jordan T. Remy

Date: 11/14/2022

Re: Questions and Answers

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

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Change in Proposal Deadline Time

The proposal deadline will be changed from Wednesday, November 23 at 2:00pm to **Wednesday, November 23 at 11:00am.**

Questions and Answers

1. What is the budget for this project?

The City has projected the project to cost between \$60,000 and \$75,000 to complete, and has budgeted accordingly.

2. How many public meetings do you expect the successful consultant to attend (two are referred to on p14 of the RFP). Will there be a requirement to attend any more during the course of the project?

We expect consultants to attend two public meetings. There will be project management meetings with the project manager and project team as the project progresses. Depending on the availability of the consultant, they will be either remote or in person.

3. Will the successful bidder have to allow in its cost for the print and distribution of the program survey? If so, does the City have any indication of the number that would need to be printed in which languages?

The bidder doesn't need to consider printing or distribution of survey as a part of their budget/cost estimate.

4. There are several references to waste characterization, however the RFP does not specifically set out a need for waste and recycling material to be characterized through an audit process. Can you confirm if a physical waste sort is required as part of the project scope?

Physical waste sort is not expected from the consultant as a part of this project.

5. Is there a requirement to develop an education campaign as part of the final report?

Under Task 2, Deliverables #3 details about education campaign material development: "Public education material – such as infographic and brochures on Zero Waste Plan, and how residents, businesses and schools can actively participate and make it successful."

6. Can the City provide more detail in terms of what public education material is required as this will determine the budget allocated in our proposals. Could the City provide a budget for this element to ensure consistent pricing? If so, what should this be?

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Public education material required will consist of the developing soft material, such as infographics and brochures on the Zero Waste Plan, PowerPoint presentations, social media cards and content, and communication templates that could be used while information dissemination in residential, business, and educational (schools) settings.

- 7. Will the awarded Vendor be prohibited from responding to future work? By “future work,”, this is referring to future work on the implementation of the Zero Waste plan.**

No future work is planned at the moment. Any additional work related to Zero Waste implementation will be done according to the state procurement regulations.

- 8. Are we required to include a minority/women owned enterprise (MWBE) business on our team?**

The City of Somerville strongly encourages all qualified MWBE submit qualifications for this and all City contracting opportunities. This project does not require have an MBWE requirement.