

May 7, 2019
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
REQUEST FOR PROPOSAL (RFP) #Y19-1057-SW, ADDENDUM NO. 1
RECYCLING IMPROVEMENT CONSULTING SERVICES

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~striketrough~~.

A. Questions and Answers:

QUESTION 1 :M/WBE Participation The request for proposal (RFP) released by Orange County on April 22, 2019, clearly states the goal of certified minority/women business enterprise is 24% of the contract value for this project (Section 3, Page 6). This requirement complies with Orange County M/WBE Ordinance (No. 94-02 and amended by Ordinance No. 2009-21), which addresses the County's commitment to support the employment of local small businesses in County projects.

It is important to note that the utilization of minority-owned and women-owned businesses is feasible within the requirements layout for this endeavor. In fact, two out of the only four companies that attended the pre-bid meeting for this RFP are M/WBE's with a strong experience, qualifications, and capabilities to contribute to a large portion of the project deliverables. On behalf of all minority businesses, we ask Orange County to continue the stated minority participation goal and selection-criteria points, in order to protect the M/WBE 's opportunity to compete for a fair share of these services.

Can you please confirm that:

- a. The 24% M/WBE utilization requirement is still in place?
- b. The selection criteria include 10 points for M/WBE utilization?

ANSWER 1:

- a. **The initial review of M/WBE availability focused on M/WBE firms with approved areas of certification for Recycling consulting services only. Another review was conducted on areas of certification for sustainability, LEED and quality control analysis. Currently, we have several firms with these approved areas of certification. Therefore, the 24% M/WBE utilization goal is applicable for this solicitation.**

- b. **Yes, the weighted score for the M/WBE Utilization Selection Criteria is 10 points.**

QUESTION 2: Task 1 states the contractor will provide overall project and program administration.

- a. Who is the primary contact we will be working in coordination with?
- b. Do you have a project plan established or will the bidder be writing one in coordination with your team?

ANSWER 2:

- a. **Currently, the Senior Utilities Maintenance Coordinator is assigned as the primary contact/project manager. The County's reserves the right to assign whomever it believes appropriate as project manager and the assigned project manager may change at any time at the sole discretion of the County.**
- b. **Project Scope and Objectives, Task 2 describes specific plans the Consultant shall be required to develop. Project planning will be an on-going activity.**

QUESTION 3: Task 2 requests planning, organizing, and directing of fieldwork.

- a. Will the County advise residents of the fieldwork to prevent sensitivity issues?
- b. Task 2-C references a hand-held technology that *"For the initial period, data tracking system provided by Orange County grantor."* Can you please elaborate?
- c. Can you please detail what the County will provide and what the selected contractor will need to provide for software and hardware to complete the residential bin audits?
- d. Will the County require the selected contractor to use the Rubicon software?
- e. Will the selected contractor be required to pay a licensing fee for the Rubicon software?
- f. Will the selected contractor be required to provide hand-held devices for after the grantor's time has expired?
- g. The RFQ specifies the number of households per day for 5 days, but it doesn't indicate how many households. Is there a household count goal?
- h. Can we get a copy of the cart audit report from your pilot?

ANSWER 3:

- a. **County will be responsible for advising residents by printing and mailing informational items to residents in each target area.**
- b. **County has a grant agreement with The Recycling Partnership (TRP) through the end of calendar year 2019. TRP has committed to providing hand held units and software for that period. The initial period will be through the end of calendar year 2019 for the purposes of this question.**
- c. **Contractor will be required to assure its staff has handheld units capable of supporting TRP's software after the initial period. After the initial period, the County will be responsible for licensing fees or other costs for software (not hardware) support. The County will reimburse the Contractor for payments it makes to the software supplier on a direct pass-through basis with appropriate backup documentation provided, or the County shall pay such fees directly to software supplier. No mark-up will be**

allowed on the software system. However, the Contractor costs for administering and maintain the data system will be at hourly rates on a Delivery Order basis.

- d. The County will require the Contractor to use the TRP supplied software and hardware during the initial period. After the initial period, the County will be responsible for paying for the software as described above. The County and the Consultant may mutually agree to the use of an alternative software system.
- e. There will be no software fees during the initial period. The County will be responsible for any software licensing fees as described above.
- f. Yes. The selected contractor will be required to assure its field employees have hand-held devices after the initial period.
- g. On a daily basis it is the County's experience about one-half of a collection route can be surveyed by one team (approximately 600 to 800 homes depending on household density and other factors). In its grant agreement with TRP, the County has a goal to target 36,000 households during the initial period. The grant award from TRP to the County is \$193,000. After the initial period, the labor effort will be determined by customer outreach needs, success of the improvement program, County budget, the size of target areas for each event, and other criteria. It is the County's desire to have multiple teams regularly performing tagging operations as directed on a Delivery Order basis.
- h. Copy of project results are attached to this Addendum #1.

Question 4: Task 3 states a requirement for a 30 material categories sort of recyclables and a 45-material category sort of waste.

- a. What is objective behind this the micro-detail request for the material sorts?
- b. Is this data to determine the marketability of materials?
- c. Do you want composition and capture rates from the sorts?

ANSWER 4:

- a. The sorts are intended to identify components of the recycling or disposed waste stream, and to compare results over time.
- b. Collected data may be used by County to set the average market value for the incoming recycling stream.
- c. Goal of composition studies is to determine composition. Composition studies are expected to be conducted in a manner consistent with the ASTM method cited in the RFP. Separate Delivery Order(s) would need to be developed for capture rate studies.

QUESTION 5: What are the two locations requested for the recycling and waste composition studies?

- a. MRF and Transfer station?
- b. Will the transfer station have available equipment and space to allow the material composition sorting?

ANSWER 5:

- a. **Location for recycling composition studies will be the MRF and the McCormick Transfer Station. Waste composition studies may be conducted at the landfill or the Porter Transfer Station or McLeod Transfer Station.**
- b. **Suitable space will be dedicated for the sorting area at each facility. The County will help obtain 200 pound samples and deliver them to the sort area. The Consultant will be responsible for providing all necessary sorting equipment, materials, and personnel. The Consultant will be responsible for providing a tent.**

QUESTION 6: In Task 5 requests an undetermined number of focus groups with 6-12 people for 2-4 hours.

- a. How many focus groups or total residents are you looking for?
- b. Has the County performed resident focus groups on waste and recycling before?
- c. Were you successful in getting residents to attend for longer than 2 hours? In our experience, maximum productivity and engagement from focus groups is reached within a 90-minute period.

ANSWER 6:

- a. **Estimate is two focus groups per year, but actual work will be assigned on a Delivery Order basis.**
- b. **No. The County has not performed resident focus groups on waste and recycling.**
- c. **See response to question 6(b).**

QUESTION 7: Under Personnel Requirements you require the bidder to provide safety vest, shirt, or jacket which displays the name of consultant and "Recycling Quality Improvement Team"

- a. Will the County provide vehicle decals, County logo for clothing, to advise residents we are working for the County?

ANSWER 7:

- a. **The County will provide any Orange County logos, magnets, and other related approved items to help advise residents the Consultant is working with the County.**

QUESTION 8: What is the established max value for the contract?

ANSWER 8: This information has not been determined.

QUESTION 9: When is the expected date of award after bid submissions?

ANSWER 9: September 2019.

B. CLARICATION:

The following clause has been added to Section 1, General Terms and Conditions

33. USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES

At the option of the Contractor, the use of the contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

C. ACKNOWLEDGEMENT OF ADDENDA

- c. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- d. All other terms and conditions of the RFP remain the same.
- e. Receipt acknowledge by:

Authorized Signature

Date

Title

Name of Firm