

## REQUEST FOR PROPOSALS

Solid Waste Operation Consulting Services  
PW 22-075  
**Addendum No. 1**

Date: Thursday, 23 June, 2022

Subject: Addendum No. 1 to Solicitation No. PW 22-075

Submittal Deadline: Tuesday, July 5, 2022, 5:00 PM (local time, Avondale, Arizona)

### PURPOSE

This Addendum forms a part of the Contract and clarifies, corrects, or modifies the original Request for Proposals document prepared by the City of Avondale. Acknowledge receipt of this Addendum in the space provided on the attached "Acknowledgment of Addenda Received" form. This acknowledgement must accompany the submitted proposal. Failure to do so shall subject the offeror to disqualification.

This Addendum No. 1 consists of Q&A as of April 4, 2022, and a revision of City of Goodyear service area map for the Request for Proposals PW 22-075, released on Wednesday, March 16, 2022

### Q&A:

1. **Question:** Would the City be agreeable to adjusting the project schedule so that the draft written report is provided to the City by November 15, 2022?

**Answer:** Avondale's fiscal year runs from July 1 to June 30. Avondale will begin preparing its FY 2024 budget in December this year. The estimated costs of all actionable items for FY 2024 identified by the consultant must be incorporated into the proposed 2024 budget by this November. The requirement states in 3.8.1. is unchanged, but the City may allow an extension based on the justification.

2. **Question:** Will the below documents/information be counted against the 15 page maximum for the proposal? 1. Proposal Cover (includes a graphic and title of proposal) 2. Acknowledgement Page, with Signature for Addendums received 3. Past Performance Verification Evaluation Form (Part V. Attachment 1) 4. Fee Proposal Form with Signature 5. Any Divider Pages for Attachments 6. Back Cover for Proposal Thank you for your time.

**Answer:** None of them will be counted against the 15-page maximum for the proposal. Thank you.

- 3. Question:** To get confirmation, are travel costs NOT to be included in the form? The form somewhat says, “Travel, lodging and per diem need prior approval from PW. Consultant shall submit appropriate supporting documentation for PW’s approval for the reimbursement,” so travel would be considered separately and reimbursed based on actual cost?

**Answer:** Travel costs will be considered separately and the Consultant will be reimbursed for actual expenses incurred. Lodging and per diem will be based on the current rates specified in <https://www.gsa.gov/travel/plan-and-book>. For air travel, we expect the Consultant to reserve reasonably priced and refundable economy airfare at least 21 days in advance if possible.

- 4. Question:** Part II, Subsection 2.2(F) “Pricing” states “The Fee Proposal must be provided in the format attached as Exhibit C of the Professional Services Agreement. The Fee Proposal shall list the individual cost for each of the program expenses and shall be provided in a spreadsheet format to enable the City staff to determine (1) total labor hours, (2) key team member(s) proposed for each task and sub-task and (3) number of management, engineering, technical, drafting and support personnel hours proposed for the project. The hourly rate, name of the team member and staff classification shall be included in the spreadsheet. Identify all other costs to be billed to the project, including project expenses (no mark-up on expenses will be allowed) and subcontractor fees.” o Since the format of Exhibit C is not a spreadsheet that accounts for the level of detail described, does the Fee Proposal consist of Exhibit C and a spreadsheet that addresses the requested information detailed above? o Exhibit C states “Travel, lodging and per diem need prior approval from PW. Consultant shall submit appropriate supporting documentation for PW’s approval for the reimbursement.” Since Exhibit C is not a spreadsheet that accounts for travel, should anticipated travel be included in the “Other (please specify)” line on Exhibit C?

**Answer:** Please use Exhibit C or prepare your own documentation using the same format in Exhibit C. You may list Travel in "Other" on Exhibit C if you wish, it will not be evaluated. Travel costs will be considered separately and the Consultant will be reimbursed for actual expenses incurred. Lodging and per diem will be based on the current rates specified in <https://www.gsa.gov/travel/plan-and-book>. For air travel, we expect the Consultant to reserve reasonably priced and refundable economy airfare at least 21 days in advance if possible.

- 5. Question:** Part I, Subsection 1.2(B) “Submittal Questions” states that “Vendors must submit one PDF copy of the Proposal as an attachment to the City’s Vendor Registry website. Failure to adhere to the submittal criteria shall result in the Proposal being determined non-responsive.” However, Part II, Subsection 2.2(F) “Pricing” states “Vendor shall submit the same number of copies of the Fee Proposal as described in Part I, Subsection 1.2(C)(6) “Required Submittal” as a separate, PDF attachment with the Vendor’s Proposal with the signature of the representative of the Vendor who is authorized to make such an offer.” Are we to submit the Fee Proposal as a separate pdf from the proposal?

**Answer:** Please submit the Fee Proposal as a separate PDF.

6. **Question:** Since this is an electronic submittal, will the use of DocuSign be acceptable for requested signatures, including Vendor Information Form, which requires “an original ink signature” (Section 2.2A(F))?

**Answer:** DocuSign is acceptable.

7. **Question:** Can the City share a budget for this project?

**Answer:** The estimated budget is \$75,000.

8. **Question:** Has the City previously contracted with a consultant for solid waste operations or financial services, and if so, who?

**Answer:** The City has not contracted with any consultant for solid waste operations.

9. **Question:** Can the City provide a copy of the Pre-proposal PowerPoint presentation?

**Answer:** Please see Exhibit 1.

*(continued on next page)*

# **EXHIBIT 1**

## **Request for Proposals Solid Waste Operation Consulting Services**

City of Avondale Public  
Works RFQ No. PW 22-075  
June 14, 2022





# Solid Waste Operation Consulting Services

Final Date for Inquiries: **June 22, 2022** All inquiries must be submitted through the Vendor Registry website: <https://vendorregistry.com/>.

Proposal Due Date and Time: **July 5, 2022**  
**5:00 p.m.** (local time, Phoenix, Arizona)

**Vendor Proposals must be submitted through Vendor Registry, only.** Vendors must view or download all attached forms prior to submitting Proposals. Website address: <https://vendorregistry.com/>

Shortlist Announced for Oral Interviews: **July 19, 2022**

Oral Interviews (if necessary): **August 3, 2022**

Anticipated Agreement Start Date: **August 18, 2022**

RFP Administrator: **Jill Lin**      **jlin@avondaleaz.gov**  
**623-333-2046**



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## Solid Waste Operation Consulting Services

- **B. Submittal Quantities.** Interested Vendors must submit one PDF copy of the Proposal as an attachment to the City's Vendor Registry website. Failure to adhere to the submittal criteria shall result in the Proposal being determined non-responsive.
- **C. Required Submittal.** The Proposal shall be a maximum of **15** pages to address the RFP criteria (excluding cover letter, resumes, Vendor Information Form, and Past Performance Verification Evaluation Submittals (Part V), but including the materials necessary to address project understanding, general information, organizational chart, photos, tables, graphs, and diagrams). Each page side (maximum 8 1/2" x 11") with criteria information shall be counted. Cover, back, table of contents and tabs may be used and shall not be included in the page count, unless they include additional project-specific information or RFP criteria responses.



## Solid Waste Operation Consulting Services

- **2.2 Proposal Format and Scoring.** The Proposal shall be organized and submitted in the format as outlined below.
  - **A. General Information - 10 pts**
  - **B. Experience and Qualifications of the CMAR Firm – 15 pts.**  
(6 pts. Are available upon City's receipt of Past Performance Verification Forms "PPVF")
  - **C. Key Positions - 10 pts.**
  - **D. Project Approach - 30 pts.**
  - **E. Project Schedule - 25 pts.**
  - **F. Pricing – 10 pts**
- Interview** - In the event that a Vendor cannot be selected based solely on the Proposals submitted, up to three Vendors may be selected for oral interviews.



# Solid Waste Operation Consulting Services

## Past Performance Verification Forms (“PPVF”)

- **Page 12. Part V:** Your references shall complete this page and email it to [ProcurementOffice@avondaleaz.gov](mailto:ProcurementOffice@avondaleaz.gov) before the RFP due date and time. This is NOT a part of the proposal submittal.
- **Page 13. Part V Attachment 1:** The vendor will enter the contact information of the firms that will be providing the PPVF, and submit this page as a part of proposal.





## Solid Waste Operation Consulting Services Background

- The City of Avondale provides solid waste services to all residential homes within its jurisdiction. The City has experienced massive growth throughout the last decade and now has an estimated 94,579 residents. This unprecedented growth has put on a strain on the Solid Waste Division's services as no changes have been made to operations to adapt to the rapid growth. The City has roughly 8,275 planned homes to be built by 2025, with 654 homes approved and occupied to date. The Solid Waste Division needs to be prepared for this growth and the City is aware that this growth will require changes to service levels and want to minimize the financial impact on resident.





## **Solid Waste Operation Consulting Services Scope of Work**

- Review current operations
- Identify operational improvements and efficiencies for current operations and future growth
- Cost analysis
- Provide recommendations based on findings



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- **QUESTIONS OR COMMENTS?**



**CITY OF AVONDALE  
ACKNOWLEDGMENT OF ADDENDA RECEIVED**

**REQUEST FOR PROPOSALS**

**Solid Waste Operation Consulting Services PW 22-075  
Addendum No. 1**

\_\_\_\_\_, affirms that ADDENDUM No.1  
(Name of Vendor/Designee)  
has been received and that the information contained in ADDENDUM No. 1 has been incorporated  
in formulating the Vendor's Proposal.

\_\_\_\_\_, \_\_\_\_\_ 2022  
Signed Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

**END OF ADDENDUM No. 1**