



ADDENDUM NO. II

DATE: December 8, 2022
TO: All Potential Proposers
FROM: James McKeehan, Assistant Purchasing Agent, City of Knoxville
SUBJECT: Addendum No. II to RFP - Downtown Solid Waste Consultant Services
PROPOSALS TO BE OPENED: December 13, 2022

This addendum is being published to provide clarification regarding the above referenced ITB. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

Item 1: Can the City provide their preferred format for conducting the focus groups? (e.g., in-person open houses for Downtown stakeholders to gather comments, online survey for Downtown stakeholders, etc.)

Response: This is open for discussion with the winning firm, but some combination would be the best approach. At least 2 in-person focus groups with some of the main players/stakeholders downtown would be necessary. City staff can help organize these groups/meetings.

Item 2: About how many stakeholders per focus group is the City anticipating, or is the intent to offer two date/time options for the same stakeholders? (i.e., all business owners and residents in the Downtown area) Can these meetings/groups be scheduled during a single trip?

Response: The City anticipates 10-15 stakeholders per meeting. The intent is to offer at least two. We prefer at least two separate dates so as to offer multiple options for people to communicate in a public meeting.

Item 3: Can the city provide annual tonnages of the materials collected in the Downtown? (If these are dedicated routes without stops outside of Downtown.)

Response: These are estimated numbers as we do not always weigh our garbage.
Garbage – 2,096 tons/annually Recycling – 900 tons/annually

Item 4: Does the city have a billing structure for the downtown properties for other utilities or services?

Response: There is a structure that we were using that we will be happy to discuss with the team that is chosen. We are requesting suggestions from the consultant on better ways to structure these fees. Please note that Knoxville does not control its own utilities as Knoxville Utilities Board (KUB) performs this task and they are a separate entity from the City. There are no utilities controlled by the City that has a rate structure.

END OF ADDENDUM NO. II