



December 11, 2024

ADDENDUM #1
RP057-24, Provision of a Solid Waste Management Plan

REVISIONS:

- R1. The first sentence under Section IV. **SUBMITTAL REQUIREMENTS** shall be revised to the following: All responses must be in writing with **five (5)** copies submitted; one (1) marked 'Original' and **five (5)** marked 'Copy'.
- R2. Please see page **9R** for the Revised Cost Proposal.

For the Cost Proposal, provide a cost not to exceed for each task referenced in the scope of services (Task 1, Task 2, and Task 3). The total Cost Proposal for Task 1 and 2 only will be used in scoring cost. The County is also requesting pricing for Task 3. This pricing will be used for informational purposes only and will not be scored as a part of the RFP. Should the County engage the awarded consultant for this task, the pricing submitted in the Cost Proposal shall be used as the basis to begin negotiations for a change order.

QUESTIONS & ANSWERS:

- Q1. Does Task 1 only apply to unincorporated Gwinnett County and not the incorporated cities within Gwinnett?
- A1. The County's Solid Waste Management Plan, located at <https://www.gwinnettcountry.com/services/solidwastemanagement>. Task 1 is to update the Solid Waste Management Plan and includes Gwinnett County and the current incorporated cities with Gwinnett County.
- Q2. If Task 1 applies to Gwinnett's cities also, will separate projections for waste generation, etc. need to be developed for each independent entity or can the entire county be lumped together in assessing waste generation and waste management needs?
- A2. Task 1 is to update the Solid Waste Management Plan and includes Gwinnett County and the current incorporated cities with Gwinnett County. For Task 1, separate projections for waste generation and waste management needs do not need to be developed for each independent entity. The Solid Waste Management Plan needs to be developed to conduct the Task 1 scope of services for the planning area overall, and not independent entities.
- Q3. The County introduced Veronica Roof of HDR as the County's consultant in the pre-proposal meeting to review the scope. Is the County's consultant (i.e., HDR) also allowed to submit a proposal in response to this RFP?
- A3. HDR, Inc. will be precluded from submitting a response to the RFP.
- Q4. Regarding the cost proposal/ fee schedule: Page 8 of the RFP states "Provide a cost proposal as outlined in the Cost Proposal" and page 9 of the RFP is the "Cost Proposal" that requests one lump sum price. Page 34 of the RFP, item #1 states "Failure to use County fee schedule" as a reason to be considered non-responsive. Page 35 of the RFP also mentions "Fee Schedule" in items B and C. Please clarify:
- a. Is the Cost Proposal form the same thing as the "fee schedule" referred to in the RFP?

b. Does the County only want the Cost Proposal form with one lump sum price for the project and a list of positions with hourly rates in the separate envelope for the Cost Proposal?

- A4. The terms “Cost Proposal” and “Fee Schedule” are interchangeable. The “Fee Schedule” referenced in the General Instructions for Vendors, Terms and Conditions beginning on page 34 of the RFP is the same as the Cost Proposal found on page 9. Please see the attached REVISED Cost Proposal Schedule.

For the Cost Proposal, provide a cost not to exceed for each task. The total Cost Proposal for Tasks 1 and 2 only will be used to score cost. The County is also requesting pricing for Task 3. This pricing will be used for informational purposes only and will not be scored as a part of the RFP. Should the County engage the awarded consultant for this task, the pricing submitted in the Cost Proposal shall be used as the basis to begin negotiations for a change order.

- Q5. The Cost Proposal form states “the lump sum fee to develop a solid waste management plan... must include all costs associated with this project”. Should the lump sum fee include the cost for all three tasks in the scope (Task 1 – Update SWMP, Task 2 – Develop Solid Waste Strategic Plan and Task 3 - Assist with Solid Waste and Recycling Services Procurement)? Or, since Task 3 is optional, should the costs associated with Task 3 be addressed at a later date, and not included in the lump sum Cost Proposal form?**

- A5. See A4 above.

- Q6. What’s the budget available for the entire project? Knowing the available budget will allow for a more thoughtful response and consideration of level of effort, detail, etc. on elements like implementation, engagement, and waste composition studies.**

- A6. There is approved funding for this project. Gwinnett County expects each firm to submit a competitive price for the scope of services requested in the RFP.

- Q7. How detailed of a waste composition study are you interested in? Would the county consider a desktop study as a way to accurately assess waste streams and save on budget?**

- A7. Gwinnett County seeks the consultant to develop the approach and cost proposal based on the RFP. The County would consider a desktop study as a way to assess waste streams.

- Q8. On page 7 of the RFP, 2. Firm Experience, it is stated that respondents must include at least 5 similar studies with references within the last 10 years. However, on page 11, respondents are instructed to provide 3 references within the last 5 years. How many references does the County wish to see, and within what timeframe?**

- A8. Firms should provide at least five (5) similar studies completed by the firm within the past ten (10) years. This will be evaluated as part of the Introductory Letter, Firm Experience, and Firm Personnel Experience scoring criteria.

The references provided on page 11 should be for three (3) projects completed by the submitting firm within the past five (5) years for which the proposed key project members provided services. This will be scored as part of the Reference scoring criteria.

- Q9. Can the County clarify what it wishes to see in the Sustainability and Environmental Justice sections of the proposal?**

- A9. Gwinnett County seeks the consultant to propose an approach to develop a Solid Waste Strategic Plan that incorporates sustainability and environmental justice including in the implementation of public and stakeholder engagement, identification of strategies, development and implementation of recommendations, etc.

Q10. What is meant by “The resumes shall include references for job personnel”?

A10. Firms should submit resumes for the proposed key project team members to be considered under the Introductory Letter, Firm Experience, and Firm Personnel Experience scoring criteria. Individual references are not required for this section.

The references provided on page 11 should be for three (3) projects completed by the submitting firm within the past five (5) years for which the proposed key project members provided services. This will be scored as part of the Reference scoring criteria.

This addendum should be signed in the space provided below and returned with your proposal. Failure to do so may result in your proposal being deemed non-responsive.

Company Name _____

Authorized Representative _____

Thank you,

Jake Scarpone

Jake Scarpone
Purchasing Associate II

Attachments:

1. Pre-Proposal Conference Sign In Sheet
2. Revised Cost Proposal

PRE-PROPOSAL CONFERENCE

RP057-24

| <u>Representative Name</u> | <u>Company Name</u> | <u>Phone #</u> | <u>E-Mail Address</u> |
|---|---|------------------------------|---|
| (DEPARTMENT REPRESENTATIVES SIGN-IN AT BOTTOM) | | | |
| 1. <u>Cynthia Mormile</u> | <u>MSW Consultants</u> | <u>573-818-2281</u> | <u>cmormile@mswconsultants.com</u> |
| 2. <u>Chad Hall</u> | <u>Atlantic Coast Consulting, Inc</u> | <u>770-594-5998 ext 1147</u> | <u>chad.hall@atlcc.net</u> |
| 3. <u>Giorgio Castro</u> | <u>Geosyntec Consultants</u> | <u>202-854-2698</u> | <u>Giorgio.Castro@Geosyntec.com</u> |
| 4. <u>Allison Trulock</u> | <u>NewGen Strategies & Solutions, LLC</u> | <u>407-247-2370</u> | <u>atrulock@newgenstrategies.net</u> |
| 5. <u>Jennifer Stowe</u> | <u>NewGen Strategies & Solutions, LLC</u> | <u>512-806-7713</u> | <u>jenniferstowe@newgenstrategies.net</u> |
| 6. <u>Carrie Bell</u> | <u>Resource Recycling Systems</u> | <u>615-587-0148</u> | <u>cbell@Recycle.com</u> |
| 7. _____ | _____ | _____ | _____ |
| 8. _____ | _____ | _____ | _____ |
| 9. _____ | _____ | _____ | _____ |
| 10. _____ | _____ | _____ | _____ |

| <u>Department Representative Name</u> | <u>Department</u> | <u>Department Representative Name</u> | <u>Department</u> |
|---------------------------------------|------------------------------|---------------------------------------|-------------------------------|
| <u>Jake Scarpone</u> | <u>DOFS</u> | <u>Ron Adderly</u> | <u>DOSS</u> |
| <u>Mendie White</u> | <u>County Administration</u> | <u>Veronica Roof</u> | <u>HDR, Inc. (Consultant)</u> |

FAILURE TO RETURN THIS PAGE AS PART OF YOUR PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL

REVISED COST PROPOSAL
(to be submitted in a separate sealed envelope)

| ITEM # | DESCRIPTION | TOTAL NOT TO EXCEED |
|---|--|---------------------|
| 1. | TASK 1: UPDATE SOLID WASTE MANAGEMENT PLAN | \$ |
| 2. | TASK 2: DEVELOP SOLID WASTE STRATEGIC PLAN | \$ |
| TOTAL | | \$ |
| OPTIONAL - FOR INFORMATIONAL PURPOSES ONLY | | |
| 1. | TASK 3: ASSIST WITH SOLID WASTE AND RECYCLING SERVICES PROCUREMENT | \$ |

*Cost proposal MUST include all costs associated with this project.

***FOR INFORMATIONAL PURPOSES ONLY. Please attach a list of positions that will be used for this project and their hourly rates. This information will not be used in determining award.

Legal Business Name _____

Address _____

Does your company currently have a location within Gwinnett County? Yes No

Representative Signature _____

Print Authorized Representative's Name _____

Telephone Number _____

Email Address _____

Contact Person _____
 (if someone other than the authorized representative listed above)

Telephone Number _____ Email Address _____