



ADDENDUM #1 REQUEST FOR PROPOSALS 2019-115

KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS SOLID WASTE DIVISION

TO: All Respondents

FROM: Colby Wattling, Buyer

CLOSING DATE: Thursday, March 28, 2019 at 3:00 p.m. (UNCHANGED)
PLEASE NOTE the closing date in the Legal Advertisement was incorrect.

REF NO.: 2019-115 – Consultant Services for Procurement of Solid Waste Transfer Station Operations and Waste Transportation and Disposal Services

DATE: Thursday, March 14, 2019

In response to questions received, the following information is provided to assist in responding to the above referenced proposal.

QUESTIONS AND RESPONSES

1. Question: References are required twice in the “Proposal Requirements” section of the RFP (pages 4 and 5). The 4th bullet (page 4 of the RFP) requires: “...for each project provide up-to-date contact information for the project client, including, but not limited to, name, e-mail and phone number.” The 8th bullet (page 5 of the RFP) requires: “References and current contact information for at least three (3) current or former customers with service needs and/or programs similar in size and scope to Kitsap County.” To avoid duplication, can the requirement in the 4th bullet be modified to remove the need to provide contact information for each project highlighted? With such a modification, the 4th bullet requires descriptions of relevant projects while the 8th bullet requires specific (3 or more) references.

Answer: The information requested in the 4th bullet (Page 4) is client (not contractor) contact information for all projects, in case the County has questions about the project, and/or would like more information. The 8th bullet is specifically for references – clients you feel have similar needs to Kitsap County, and whom you would specifically want the County to call concerning the quality of your firm’s work. It would be expected that your references include some of the same contacts on your project list.

2. Question: Can the County provide a copy of the site information shared by Pat Campbell during the mandatory site visit?

Answer: A fact sheet has been created with the site information presented at the site visit. This sheet will be posted with the other procurement documents.

3. Question: Was the rail spur installed during construction of the transfer station or was it already in place? What is the length of the rail spur?

Answer: The rail spur was added during construction of the transfer station. The spur can hold up to 6 rail cars, each capable of carrying 2 intermodal containers.

4. Question: When does the contract for the Facility Master Plan (FMP) of the transfer station end and who is the contractor?

Answer: The contract for the FMP of the transfer station ends on December 31, 2019. The contractor is Parametrix, Inc. Draft copies of FMP will be available to the awarded consultant.

5. Question: Will the awarded Consultant from this solicitation need to interface with the contractor developing the facility master plan?

Answer: Yes.

6. Question: Does the County have growth projections for waste at the transfer station?

Answer: Growth projections for collected waste is difficult to predict. For example, in 2016, the waste collected at the transfer station increased by about 7% over 2015, but in 2017 and 2018 the waste collected increased by about 3% over each previous year. (Please note percentages provided verbally during the site visit were inaccurate.) Generally, the County uses a 3% projected growth rate for waste collection each year.

7. Question: Is all the waste collected at the transfer station from Kitsap County?

Answer: Most of the waste collected at the transfer station is from Kitsap County. The transfer station also accepts curbside waste from portions of neighboring Mason County. Waste is also accepted from residential and commercial self-haulers. Some of those self-haul customers are likely from neighboring Pierce, Mason, and Jefferson Counties.

8. Question: Do you want the developed procurement to include a consideration of diversion goals?

Answer: Yes, diversion of certain materials, such as construction and demolition debris, and better diversion of household recyclables will be something the County will expect the operator of the transfer station to consider and perform.

9. Question: Does the operations and maintenance requirements of the operator include stormwater maintenance and treatment?

Answer: The operator of the transfer station holds all required operating and maintenance permits for the facility, including the solid waste handling and the stormwater permits, and they are responsible for stormwater maintenance and treatment.

10. Question: What are the current staffing levels at the transfer station?

Answer: There are 2-3 attendants in the scale house, 2-3 operators, and 1 spotter on duty during each shift. In addition, the operations manager oversees operations of the facility.

11. Question: How often do you load the rail cars?

Answer: Loading of rail cars is an ongoing part of operations. The frequency of switching out loaded cars varies, based on demand, but is generally at least once per day, sometimes two (2) during peak times. The goal is to send full rail cars to the landfill as frequently as possible, in order to maintain an adequate inventory of empty containers returning from the landfill. The transfer station contracted operator is responsible for coordinating all rail hauling and landfill disposal scheduling.

12. Question: Does the transfer station have a contingency plan during rail interruptions?

Answer: Yes, the contingency plan for disposal of waste during rail interruptions is the responsibility of the facility operator.

13. Question: Does the County receive any revenue from the recyclables collected at the transfer station?

Answer: No, the facility operator receives and keeps any revenue from recyclables collected at the transfer station.

14. Question: Who is responsible for site safety?

Answer: The facility operator of the transfer station is responsible for all site safety, including a site safety plan and emergency response plan.

15. Question: How is the current operations contract structured?

Answer: The original procurement for operations of the transfer station included construction of the facility itself. The current contract includes a fixed monthly lump-sum payment for the construction of the facility and a variable monthly payment based on the tonnage of materials collected.

16. Question: Does the County have a budget in mind for this procurement for consultant services?

Answer: No.

17. Question: Is the current operator happy with the rail service?

Answer: The County is not aware of any substantial concerns with the rail service. There are Class I side issues at times.

18. Question: Should the developed procurement include specifics regarding operations and maintenance of the transfer station facility?

Answer: The County is looking for the awarded consultant to develop a Request for Proposals that covers all operational and maintenance aspects of the transfer station for the next contract term.

19. Question: What term length is the County looking for in the new operations contract?

Answer: The current contract is a 20-year term. The contract term for the next contract is negotiable, depending on recommendations from the awarded consultant.

20. Question: Is the County looking for the awarded consultant to offer other possible disposal sites and/or options?

Answer: The County will not consider an active landfill in Kitsap County. The County is interested in hearing about other possible waste disposal options if they are as cost-effective as our current option.

21. On page 5, the RFP states "Total personnel information should not exceed ten (10) pages." Does the ten pages include resumes?

Answer: Yes; the County requests that personnel background information include only those projects most directly related to this RFP.

22. Aside from the request on page 5 of the RFP that says, "Copy of the Proposer's current Certificate of Liability Insurance showing evidence of proper insurance, including the required levels shown in Attachment B: Sample Contract," does the County want to see any other contract related items (e.g. proposed modifications)?

Answer: No, only the certificate of liability insurance is needed at this time.

23. Page 5 of the RFP lists several requested items related to consultant's proposed Project Budget. The first bullet asks for hourly costs for staff and for us to "Identify any indirect or overhead cost/charges and out of pocket expenses". Typically, we would provide a billing rate for staff that is inclusive of raw salary plus overhead and profit, with separate estimates for the "out of pocket expenses" that would likely include travel to on-site meetings for this project. Will that meet your requirements?

Answer: This would be acceptable, provided you indicate what your overhead rate is (e.g., as percentage of salary).

24. The third bullet on Page 5 related to the Project Budget asks us to "separately identify direct and indirect costs and expenses". Can you define what is meant by "direct" and "indirect"?

Answer: The third bullet on Page 5 is asking for a cost breakdown by task. Direct costs include salaries and benefits, as well as costs such as travel, vehicles, project-specific supplies, printing, etc. Indirect costs are overhead expenses, including general administrative expenses. As indicated in the response above, it is acceptable to include these indirect (overhead) costs within the hourly rate. It is also acceptable that the items required in bullets 1, 2, and 3 on Page 5 be included in the same table.

END OF ADDENDUM #1