



Memorandum

Date: July 6, 2011

To: All Potential Proposers

From: Patrick Carter, Waste Management Specialist

Re: Addendum #1 to Request for Proposals for Mandatory Commercial Recycling Education Services

Please find the attached response to questions regarding the mandatory commercial recycling education services in Sonoma County.

As per the instructions in the Request for Proposals, please remember that all proposals are due 3:00 p.m. on July 18, 2011. Late proposals will not be accepted.

Thank you for your interest in this project.

Response to Questions

1. Question: On page 3, the RFP states that questions are due no later than 3pm on June 27th, but on page 7, it states they are due on June 30th. Can you please confirm the correct date and time?

Response: Questions were due June 30, 2011.

2. Question: In Exhibit A-2, Question 5 discusses Local or Non-Profit business status. [Contractor's] headquarters are in San Francisco, but we do have a local office in Petaluma. Please confirm that our Petaluma office will qualify us for 2 points as a local business.

Response: The intent behind providing consideration to local businesses is to reduce travelling expenses (and associated emissions), facilitate easier communication between Contractor and Agency staff, and to support the local tax base and job market. Having a local office does not meet this intent if a significant portion of Contractor staff are not local. The Contractor will qualify for local business points if the Contractor demonstrates how their staff meets the intent above.

3. Question: The RFP states that "CONTRACTOR must be able to provide the services detailed in Exhibit A-1 in both English and Spanish." Can the Agency clarify this requirement (e.g., does the Agency require that the Contractor have bilingual auditors conducting the on-site waste assessments etc. or does the bilingual requirement only pertain to those tasks in the Exhibit where that requirement is specifically noted?)

Response: Spanish speaking populations in Sonoma County represent between 20-25% of the county's population. While the Agency does not require correspondence with Agency staff (memos, database, verbal updates, etc.) to be bilingual, Agency reserves the right to require any task in the Scope of Work be performed in English and Spanish.

4. Question: In the Task table in Exhibit A-1, the database to be provided by the Agency is listed as Access (version 2003). However, Microsoft is now up to Access 2010, two generations beyond 2003. It is getting difficult to obtain Access 2003 software. Would the Agency be willing to use Access 2010 for its database?

Response: It is essential that Contractor provides database files in a format compatible with Agency's existing databases. Agency does not require Contractor to purchase specific software to accomplish this task, but Contractor should note that subsequent versions of Access have the ability to save databases in the required .mdb (Access 2003) format provided no incompatible features are used.

5. Question: In Exhibit C, AGREEMENT FOR MANDATORY COMMERCIAL RECYCLING EDUCATION SERVICES, Section 6.4, Professional Liability Insurance is listed as a requirement; "professional liability insurance for all activities of Contractor in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence."

This professional liability insurance is in addition to the required General Liability and Automobile Insurance at similar limits. As none of the tasks included in the RFP require a professional license or certification (i.e., engineer, architect, etc.) nor does there appear to be any significant financial risks to the Agency from errors or omissions by the selected Contractor, it is difficult to understand the need for this requirement.

Would the Agency consider waiving the requirement for professional liability insurance?

Response: Any exceptions or modifications to the forms of Agreement contained in the RFP must be noted in the proposal. Contractor must check the appropriate box in Exhibit B, and attach the proposed modified language to their proposal.

6. Question: Would the Agency provide a list of potential proposers that requested to be on the Addenda list?

Response: The entire list of firms receiving the RFP is provided below:

| Organization | Location |
|-----------------------------------------------------|-------------------|
| A/E Consultants Information Network | Sacramento, CA |
| Breathing Room | |
| Brown and Caldwell | Walnut Creek, CA |
| C2 Alternative Services | Santa Rosa, CA |
| California Human Development | Santa Rosa, CA |
| Conservation Action Fund for Education (CAFE) | Santa Rosa, CA |
| Conservation Corps North Bay | San Rafael, CA |
| D.Edwards Inc. | Healdsburg, CA |
| ESA Renewable Resource | San Francisco, CA |
| Gary Liss & Associates | Loomis, CA |
| Goodwill Industries of the Redwood Empire | Santa Rosa, CA |
| Guiding Sustainability | Santa Rosa, CA |
| HDR Engineering, Inc. | Folsom, CA |
| Hilton Farnkopf and Hobson, LLC | Walnut Creek, CA |
| Integrated Waste Management Consulting, LLC | Nevada City, CA |
| KEMA Inc. | Cotati, CA |
| Kies Strategies | Novato, CA |
| Kinsella (Susan) & Associates | Novato, CA |
| L2 Environmental, LLC | Santa Rosa, CA |
| Leonard Charles and Associates | San Anselmo |
| Nancy Dakin Environmental Planning | Santa Rosa, CA |
| Nichols Berman | Benicia, CA |
| North Bay Corporation | Santa Rosa, CA |
| R.W. Beck | San Rafael, CA |
| R3 Consulting Group, Inc. | Sacramento, CA |
| Resource Conservation District | Petaluma, CA |
| SAIC | Oakland, CA |
| SCS Engineers | Santa Rosa, CA |
| Sonoma Garbage Collectors | Sonoma, CA |
| The Center for Social and Environmental Stewardship | Windsor, CA |
| WasteSleuth.com | San Francisco, CA |
| Winzler & Kelly | Santa Rosa, CA |