



City of Tacoma

## Questions and Answers

### 2023/24 Solid Waste Composition Study RFP Specification No. ES23-0042F

All interested parties had the opportunity to submit questions in writing by email to Dawn DeJarlais, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). Navigate to [Current Contracting Opportunities / Services Solicitations](#), and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1:** Section 1 Background notes the project will include the self-haul and construction waste sectors. However, they are not mentioned again in section 3 Scope and Deliverables which only references residential and commercial deliverables. Should proposers plan to characterize the self-haul and construction debris sectors?

Answer 1: Yes, the proposers plan shall also characterize the self-haul and construction debris sectors.

**Question 2:** Section 1 Background notes the entire contract value is a maximum of \$600,000 for 5 years. The City hopes to complete 10 waste studies in that time period for that budget. In 2020 the City awarded but never executed a contract for a similar RFP that completed three studies for ~\$450,000. Given the increases in labor cost along with the expended scope of work this RFP seems underfunded. Please help proposers prioritize between creating statistically robust sampling plans, completing all of the proposed studies, or remaining under the proposed budget.

Answer 2: An addendum will be sent out to identify the secondary tasks as Alternate Bid Items, which at the City's discretion, can be included in the contract award.

**Question 3:** Section 3.1.B Requests the addition of edible and inedible food to the material list. Can the City provide an objective definition of the two material types (or a reference)? The definition used for these materials affects the level of effort in the sorting (and consequently our approach).

Answer 3: Edible food is food that is intended to be eaten by humans but was wasted, for example, moldy leftovers. Indelible food is food that is not meant to be eaten by humans, for example, eggshells and banana peels.

**Question 4:** Section 3.1.F (and others) note double entry of data into the database. Our field team has transitioned to doing data entry directly into the database in the field instead of transcribing data from paper forms into a database post field work. Direct entry doesn't accommodate double entry. Is direct entry acceptable or should be plan on using paper forms to accommodate double entry?



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Answer 4: Direct is acceptable.

**Question 5:** Section 3.1.G (and others) lists a variety of analysis tables to complete. Completing these tables will require that the City provide annual tons by customer type (residential and commercial), by service area, by residence type (single family vs multifamily), by business type (by SIC code), by season, by business size, and by demographic profile. Does the City have annual tonnage data at that level of detail? For example, can the City report the annual tons disposed from high density, high income multifamily residents in service area 1 in the spring?

Answer 5: Yes, the City has these tonnages.

**Question 6:** Section 3.1.G (and others) requests separate composition tables for the single family and multifamily samples. Does the hauler run pure multifamily routes to facilitate multifamily sampling? If not, can the City compel the hauler to run pure multifamily routes during the study period?

Answer 6: The City of Tacoma is the hauler and can run pure multifamily routes during the study period.

**Question 7:** Section 3.1.G (and others) requests composition tables by demographic profile. Residential route trucks collect material from many different households and residential samples are made up of material from many households. Does the hauler run routes that collect from purely a single demographic? If not, can the City compel the hauler to do so?

Answer 7: The City is the hauler and has the flexibility to haul from single demographics.

**Question 8:** How many different demographic groups does the City anticipate sampling from and reporting on?

Answer 8: There are two (2) demographic groups.

**Question 9:** How is the City defining each of the demographic groups requested?

Answer 9: There are two (2) main demographic groups, North Routes, and South Routes. Representative samples shall be taken from each of these groups to properly characterize the waste stream in each demographic group.

**Question 10:** Section 3.1.G (and others) requests composition tables by business type. Commercial route trucks collect material from many different business types and commercial samples are made up of material from many business types. Does the hauler run routes that collect from purely a single business type? If not, can the City compel the hauler to do so?

Answer 10: Yes, the hauler can run routes that collect from single business types.



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**Question 11: Section 3.1.G (and others) requests composition tables by business size. Commercial route trucks collect material from many different business types and commercial samples are made up of material from many business sizes. Does the hauler run routes that collect from purely a single business size? If not, can the City compel the hauler to do so?**

Answer 11: Yes, the hauler can run routes that collect from purely single business sizes.

**Question 12: How many unique business types or business type groups does the City anticipate collecting samples from?**

Answer 12: The contractor shall work with the City on a sampling plan to determine the number of business types or groups to be included to properly characterize commercial disposal waste stream.

**Question 13: How many unique business sizes does the City anticipate collecting samples from?**

Answer 13: Similar to answer to question 12. The City and contractor shall work together to design a sampling plan that includes businesses of various sizes and types to characterize commercial disposal waste stream.

**Question 14: Section 3.1.G (and others) requests composition tables for schools and large food generators. Are schools and large food generators hauled separately from the rest of the commercial waste stream?**

Answer 14: Yes, the hauler can haul separately during the study period.

**Question 15: Section 3.1.G (and others) notes that the multifamily results are to be presented along with the residential data. The commercial data is referred to as Commercial/Industrial (Including Multi-Family). If the multi-family waste included in the commercial stream or the residential stream?**

Answer 15: The multi-family waste shall be included in the commercial stream.

**Question 16: The responses to these questions is critical to proposal development and budget. There are only six business days between receiving responses to questions and the proposal due date. Please extend the proposal due date to 4/11 to allow proposers time to develop high quality, responsive proposals that incorporate the responses to these questions.**

Answer 16: The bid due date shall be extended to 4/11/23. This extension shall be communicated out through an addendum.

**Question 17: Section 9.6 notes that proposers shall Provide a cost proposal including the breakdown of any fees and hourly rates needed to complete all the**



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**deliverables outlined in Appendix A under Technical Specifications. I don't see the Technical Specifications included anywhere. Please provide those.**

Answer 17: An addendum shall be sent out to remove reference to Technical Specifications.

**Question 18: Does the City have a preferred format for the cost proposal?**

Answer 18: There is no preferred cost proposal format.

**Question 19: What is the City's timeline for completing primary tasks 1 through 4?**

Answer 19: Ideally, tasks 1 through 4 shall be completed within fifteen (15) months.