

ADDENDUM No. 1

RFP #17-12

2018 Ann Arbor Landfill Monitoring and Maintenance Program

Due: Friday, May 12, 2017 by 2:00 P.M. (local time)

The following adjustments shall be made to the Request for Proposal for 2018 Ann Arbor Landfill Monitoring and Maintenance Program RFP No. 17-12 on which proposals will be received on/or before Friday, May 12, 2017 by 2:00 P.M. (local time).

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes 6 pages.**

Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum will be considered nonconforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

Proposals that fail to provide these completed forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.

I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here

Question 1 Whether any of the firms that have been involved in prior related work, restricted from providing a proposal for this job?

Answer 1 No.

Question 2 Who is currently providing the environmental consulting services and what was their annual landfill monitoring and maintenance budget?

Answer 2 Tetra Tech, Inc. is the current landfill monitoring and maintenance consultant. The annual monitoring and maintenance budget for the last five years was:

Year #1	\$150,895.15
Year #2	\$108,113.15
Year #3	\$105,781.15

Year #4 \$134,080.00
Year #5 \$124,117.00

- Question 3 Does the proposal have a page limit?
Answer 3 Yes, proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes..
- Question 4 Will the sign-in sheet for this meeting be made available?
Answer 4 Yes, it is included in this Addendum.
- Question 5 Several of the tasks outlined in the RFP are very detailed, how specific should the fee quotation be?
Answer 5 The fee quotation shall relate directing to the task outlined in the Consultants proposed work plan and shall be broken out by fiscal year. The proposed work plan can split the tasks outlined in the RFP or can add to them as the Consultants deems necessary.

II. PRE-PROPOSAL MEETING NOTES AND SIGN-IN SHEET

The Pre-Proposal Meeting Notes and sign-in sheet are attached.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.

**Pre-Proposal Meeting Notes
for
RFP #17-12 - 2018 Ann Arbor Landfill Monitoring and
Maintenance Program**

PROJECT DESCRIPTION

The City of Ann Arbor is seeking the services of a professional environmental consultant to perform the necessary task to satisfy the monitoring requirements of the Michigan Department of Environmental Quality (MDEQ) for groundwater and gas in the vicinity of the Ann Arbor Landfill. This RFP seeks a two-year contract with an option to extend for one or two additional years at the city's discretion. The Project Management Services Unit will oversee the direction and quality of work of this consultant.

ITEMS TO DISCUSS

1. All attendees are asked to sign the Meeting Sign-In Sheet. Minutes of this meeting and list of attendees will be provided via formal Addendum and posted on BidNet. In addition, responses to questions brought up today or written questions submitted by email will also be provided via formal Addendum. This addendum is expected on or around May 4th. Your firm should receive notification of the Addendum being issued in the same manner you received notification of this RFP being published via BidNet.

2. Schedule

Activity/Event	Anticipated Date
Written Question Deadline	April 28, 2017, 5:00 p.m.
Addenda Published (if needed)	Week of May 1, 2017
Proposal Due Date	May 12, 2017, 2:00 p.m. (Local Time)
Tentative Interviews (if needed)	Beginning May 15th through May 24th
Selection/Negotiations	May 2017
City Council Authorizations	July 2017

3. Brief overview of the Scope
 - Groundwater Monitoring Program
 - Landfill Gas Monitoring Program
 - Wastewater Monitoring Program
 - Environmental System Maintenance
 - Project Administration and Oversight
 - Environmental Consulting Services

4. Document Review

Tuesday, May 2, 2017	3:30pm til 5:00pm
Wednesday, May 3, 2017	3:30pm til 5:00pm

5. The selection committee, made up of City staff, will evaluate each proposal by the following criteria, which is outlined in the RFP:

Professional Qualifications (15 points)

Past Projects (30 points)

Work Plan (40 points)

Fee Proposal (15 points)

The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. The proposals will be reviewed and scored. The city may open fee proposals for all or a short list of highest scoring proposals. The city may choose a winning proposal or may choose to interview a subset of high scoring firms. The final scope of the work may be negotiated based on the city budget.

6. Questions

Question 1 Whether any of the firms that have been involved in prior related work, restricted from providing a proposal for this job?

Answer 1 No.

Question 2 What is the contract period?

Answer 2 This contract is a 2-year contract with an option to extend the contract for two more years.

Question 3 Will there be an opportunity to review past reports and deliverables?

Answer 3 The following times have been reserved for firms to review documents related to the Ann Arbor Landfill Monitoring and Maintenance Program:
Tuesday, May 2, 2017 3:30pm til 5:00pm
Wednesday, May 3, 2017 3:30pm til 5:00pm
The 4th Floor Conference Room in City Hall has been reserved. Please contact Anne Warrow to set up an appointment.

Question 4 Will the sign-in sheet for this meeting be made available?

Answer 4 Yes, it is attached to this document and will be included in Addendum #1.

Question 5 When is the expected start date?

Answer 5 On or around July 15, 2017.

Question 6 Should Attachments A-F be included in the proposal?

Answer 6 Yes, Attachments A-F must be completed and submitted as part of the proposal.

Question 7 Would the City consider modifying the insurance requirements of the Professional Services Agreement?

Answer 7 No, the city does not make changes to this document.

Question 8 Should the fee proposals be submitted in a separate envelope.

Answer 8 Yes, submit fee proposals in a separate sealed envelope. Fee should be broken out per year. The city uses a Fiscal year of July 1 – June 30.

- Question 9 Is the site accessible for firms to visit the landfill and monitoring wells?
Answer 9 The site is open during business hours (8am to 5pm, Monday thru Friday) and is accessible from Platt Road. Please email or call Anne Warrow and let her know when you plan to visit the site, in case there are questions from on-site staff.
- Question 10 Are the monitoring (gas and groundwater) locations on city property or are there site access issues?
Answer 10 All gas and groundwater monitoring locations are on city property or are located in areas where the city can access easily.

PRE-PROPOSAL MEETING SIGN-IN SHEET

PROJECT: RFP 17-12-2018 Ann Arbor Landfill Monitoring and Maintenance Program

File No. 2017-029

Date: April 25, 2017

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