



CITY OF BELL GARDENS

PUBLIC WORKS DEPARTMENT

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REQUEST FOR PROPOSALS FOR SOLID WASTE CONSULTING SERVICES

ADDENDUM NO. 2

May 3, 2024

This addendum is being issued for the **REQUEST FOR PROPOSALS FOR SOLID WASTE CONSULTING SERVICES (RFP)**.

Submit a proposal for these services with the full understanding and full consideration of this addendum.

A. The addendum is being issued to make the following changes:

1. In the Submittal Procedures/Deadline section, the tentative schedule is revised to read as follows:

Release of RFP	Friday, April 5, 2024
Deadline for Questions	Thursday, April 18, 2024 at 11:00 a.m.
Proposal Due Date	Thursday, May 9, 2024 at 11:00 a.m.
Interviews with Proposers (at City's discretion)	Tuesday, May 21, 2024
City Council Recommendation of Award	Monday, June 10, 2024

2. In the Proposal Format and Content Requirements section, item No.5 (Cost and Pricing) is amended to read as follows:

“5. Cost and Pricing:

- a. Proposals must include the Proposal Price Sheet attached as Attachment “A.”
- b. For as-needed non-retainer services, proposals must include staff hourly rates, plus any other proposed costs such as mark-ups, overhead, travel, etc. An hourly fee/rate schedule must be submitted with the proposal. If the scope of work is substantially modified, the extra cost or credit must be negotiated based on the submitted hourly fees/rates.”

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3. Page 17 of the RFP is replaced with the attached Page 17R, which will serve as the Consultant's proposal price sheet.

B. The addendum is being issued to incorporate the following Questions and Answers ("Q&A") into the Bid Documents:

RESPONSE TO REQUESTS FOR INFORMATION NO. 1

1. Q: Under Submittal Procedures/Deadline, it states, "Postmarks by this date are unacceptable and no facsimiles will be accepted." But above it states, "three hard copy sets of the proposal (two (2) bound, one (1) unbound) shall be mailed no later than date/time of proposal submittal.

A: Proposal submittals must be received by the City of Bell Gardens by 11:00 A.M. on Thursday, May 9, 2024. All delivery arrangements are the responsibility of the proposer.

2. Q: Under PROPOSAL FORMAT AND CONTENT REQUIREMENTS, 4. Minimum Qualifications, Prior Related Experience and References. It states, "This client reference list must be included as an appendix to the proposal..." Are we allowed to keep the references in this section instead?

A: Please include an appendix to the proposal as indicated in the RFP.

3. Q: Under PROPOSAL FORMAT AND CONTENT REQUIREMENTS, 5. Cost and Pricing, it states that the Proposal Price Sheet is Attachment B. Should that read Attachment A? Also, is Attachment A supposed to be a pricing form?

A: Please refer to the changes outlined above for clarification. Consultants must insert their compensation document in accordance with the Scope of Work listed on the RFP.

4. Q: Do we need to complete and submit Attachment B: Acknowledgement of City's Standard Form of Agreement with our proposal?

A: Yes, the proposal should include the signed Acknowledgement of City's Standard Form of Agreement.

5. Q: Does the City currently have a preferred annual report and/or SB 1383 data tracking system?

A: The City does not have a preferred annual report and/or SB 1383 data tracking system. However, it is the City's intention to have unrestricted access to such systems and any data pertaining to the City of Bell Gardens.

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6. Q: According to the RFP, the “term of the Agreement will be for three (3) years with up to two (2) optional one-year extensions.” Can the City provide an estimated yearly budget for this project?

A: Total budget allocations are unknown at this time as the City anticipates awarding a contract for solid waste consulting services based on its needs. Compensation will be negotiated with the selected firm. For reference only, interested parties may access the City’s current solid waste consulting agreement and pertinent information [here](#). Hard copies may be requested via Public Records request through the City Clerk’s Office.

7. Q: Current Vendor. Please identify the private firm currently providing the City with solid waste consulting services at this time, outline the scope of services, schedule of the hourly rates for services, and indicate the tenure of the incumbent vendor.

A: All information regarding the existing solid waste consulting agreement can be found [here](#).

8. Q: Please advise as to the City’s current annual budget for these services, including a disbursement schedule if funding is allocated on a monthly basis within the City’s annual or biennial budget cycle.

A: Please refer to response to question No. 6.

Sincerely,



RESPONSE TO REQUESTS FOR INFORMATION NO. 1

Bernardo Iniguez
Director of Public Works/ Facilities

The proposer shall individually identify and acknowledge receipt of this addendum by signing and enclosing a copy of this form in his/her proposal submittal. Failure to do so may result in disqualification of his/her proposal.

Signature of Proposer

Date

Proposer Firm Name and Address

PROPOSAL PRICE SHEET

Consultant to insert "INSERT TITLE OF COMPENSATION DOCUMENT" in accordance with Scope of Work.

Consultant to attach the hourly rates for the various classifications that would be billed to the City under EACH category listed in the Scope of Work.