1. Is there an incumbent for this contract / project?
   a. No, this is a new project.

2. Does the City of Kirkland have existing recycling brand guidelines that the selected contractor will need to use for this project, or is the City looking for the contractor to develop a brand new set of visuals for this project?
   a. The City has existing materials for recycling outreach, including posters and multifamily recycling guides. The contractor does not need to develop new basic recycling materials.

3. Should proposals include costs to print and produce all recommended move-in program materials, or will the City be paying for printing and production costs separately?
   a. The City of Kirkland has a number of existing materials and tools that can be utilized, including totes/recycling bags, laminated posters, and other collateral. These materials can currently be viewed at www.KirklandWA.gov/MFToolkit. The consultant can plan to use any combination of the City’s existing materials without allocating funds from the $80,000 budget. The budget should include costs for any additional materials to be purchased or developed and printed beyond the materials currently provided by the City.

4. Implementation costs for a move-in program will vary greatly depending on the properties selected, the number of residential units at those properties and the materials recommended. Would it be acceptable to provide estimated costs based on a sample Kirkland multifamily property for review purposes, with a specific property to be selected following discussions with City staff?
   a. Yes. The City and the Consultant will together decide on properties selected, to fit within budget guidelines depending on the scope of the proposal.

5. For Task 3, is the City looking for costs for the consultant to conduct surveys, focus groups and waste audits, in addition to costs to support and implement the outreach strategies identified on pages 8 and 9?
   a. If the consultant feels these are important approaches to conducting the work, then that is an option, but it is not required. The proposer may suggest their own plan and budget for conducting and evaluating in this task.

6. Is there any requirement for how the $80,000 needs to be spread out?
   a. No
7. Is this CPG funding?
   a. No

8. How many MF properties in Kirkland don’t have recycling?
   a. Zero

9. Who is the garbage hauler in Kirkland?
   a. Waste Management

10. How important is organics service for multifamily properties to this project?
    a. Multifamily organics can be part of this project, but is not the priority. Kirkland does have a multifamily compost program, and it may be used for some properties, but is not the goal for all properties currently.

11. Please clarify to what degree this language is intended to mean that the consultant is expected to develop and pay for materials using the $80,000 two-year budget (e.g. printing, bag production, etc.), versus to what degree the City anticipates utilizing the “range of tools used by staff currently” with funding coming from outside the contract. Related to this, the deliverables only mention the spreadsheet of outcomes, and don’t mention developing or purchasing materials, making it somewhat unclear what the RFP is asking with regard to budgeting for materials.
    a. The City of Kirkland has a number of existing materials and tools that can be utilized, including totes/recycling bags, laminated posters, and other collateral. These materials can currently be viewed at www.KirklandWA.gov/MFToolkit. The consultant can plan to use any combination of the City’s existing materials without allocating funds from the $80,000 budget. The budget should include costs for any additional materials to be purchased or developed and printed beyond the materials currently provided by the City.

12. Could you please clarify this bullet point from Task 3? Adjusting Multifamily residential recycling service requirements (KMC 16.08.012 (G))
    a. That bullet point is just an example of work that Kirkland has done in the past to improve multifamily recycling – changing the recycling capacity requirements at multifamily properties through the Kirkland Municipal Code.

13. If new program materials are created to support a move-in packet or program, or outreach efforts to large multifamily properties – will the city cover these costs?
    a. The City of Kirkland has a number of existing materials and tools that can be utilized, including totes/recycling bags, laminated posters, and other collateral. These materials can currently be viewed at www.KirklandWA.gov/MFToolkit. The consultant can plan to use any combination of the City’s existing materials without allocating funds from the $80,000 budget. The budget should include costs for any new additional materials to be purchased or developed and printed beyond the materials currently provided by the City.

14. Is there a page limit on proposal submissions?
    a. The only size limitation for proposals is noted for those using the option to email proposals excluding submissions over 20MB. However, the City of Kirkland does prefer that proposals don’t exceed 20 pages.
15. How many multifamily properties have subscribed to the food scraps/organics collection service in Kirkland? What percentage of multifamily properties does the City estimate are currently qualified for the program?
   a. We’d estimate around 45 properties currently have multifamily organics service. It is unknown how many would be qualified – since our approval process relates not only to existing recycling and garbage service levels, but also to resident and property manager willingness and interest.

16. Is it expected that the Move-In program include resources related to food scraps/organics collection as well as traditional recycling?
   a. It can include resources on organics, but it is not a requirement, since only some properties currently have organics collection.

17. On task 3: you state the budget for this task should include the costs of materials provided to tenants and property managers. Would the budget include the bins and/or bags? Or would the budget include outreach materials such as flyers, etc?
   a. The City of Kirkland has a number of existing materials and tools that can be utilized, including totes/recycling bags, laminated posters, and other collateral. These materials can currently be viewed at www.KirklandWA.gov/MFToolkit. The consultant can plan to use any combination of the City’s existing materials without allocating funds from the $80,000 budget. The budget should include costs for any new additional materials to be purchased or developed and printed beyond the materials currently provided by the City.

18. Also on task 3: How many waste audits and site assessments do you anticipate?
   a. The consultant can propose a plan for the type and extent of outreach done, and how many properties they may be able to do within the budget. The number of properties reached may depend on the depth of the outreach proposed. The city and consultant together will choose properties.

19. Lastly, what languages does Kirkland typically transcreate?
   a. Kirkland has a few materials translated into Spanish, but we do not have any materials transcreated on a regular basis.

20. How many total multifamily properties are located in the City of Kirkland?
   a. The city’s current tracking estimates there are around 540 multifamily properties.

21. Has there ever been a recycling survey of property managers or multifamily residents in the City of Kirkland?
   a. No

22. If yes, when was this completed and what questions were asked?
   a. N/A

23. If yes, what was the total response rate?
   a. N/A

24. If known, what percentage of multifamily property managers are located onsite versus offsite?
   a. This is unknown.
25. If known, what languages other than English are spoken by multifamily residents in the City of Kirkland?
   a. *We do not have this information available for multifamily residents.*

26. If known, how many total multifamily units are currently in the City of Kirkland?
   a. *It’s estimated that there are currently around 17,000 multifamily units in Kirkland.*