

**Commercial Organics Program Evaluation and Outreach Consultant
RFP 03-24-PW
Addendum # 1 – Answers to Questions**

1. **How is the City currently identifying compliance? What are you doing for businesses out of compliance?**

The City is looking to work with the consultant to identify businesses needing to comply with the law, as there has not been formal lists provided. The City is looking to work with businesses proactively to encourage compliance, but does not have formal compliance action planned.

2. **Under the “*this work may include*” section, when it says “*Set up commercial compost service for new businesses*”, is the expectation that the consultant will actually set up the service OR will they work with the business to identify how to set up the service for themselves? I’m wondering if the consultant is expected to be that “middle-person” there versus guiding businesses on how to do that themselves?**

Kirkland offers no-cost compost service currently, through our contract with WM. The expectation is that if a business wants to start composting with WM, the consultant will set up the service directly, with City support. If the business wants to utilize a different composter, the consultant will guide the business on how to do that. Information on the commercial composting program can be found at [Food Scrap Collection Service for Businesses – City of Kirkland \(kirklandwa.gov\)](https://www.kirklandwa.gov/food-scrap-collection-service-for-businesses)

3. **Can you explain a bit more about level of effort expected for the “Evaluate current commercial organics program” goal of this project?**

The evaluation of the City’s current commercial organics program will require looking at the number of businesses in Kirkland that will need to comply with the 2022 Organics Management Law and the potential cost of the program to the City if all of those businesses have subsidized commercial organics. This evaluation is a small part of the entire project but will take some analysis of data in order to complete. This data will be useful as the City forecasts it’s work and budgets for upcoming years.

4. **Do you want resumes submitted as part of the proposal? If so, are they beyond the 12-page limit or included within?**

Resumes are not necessary, but there should be brief descriptions of the experience the team or individuals bring.

5. **If awarded the project, do all subconsultants on a team also have to have City of Kirkland business licenses, or just the prime consultant?**

All consultants will need to have a City of Kirkland business license

6. **Should the consultant be prepared to design and/or print any new outreach materials for businesses under this contract or is there expectation to use materials that already exist?**

The City of Kirkland has basic business compost outreach materials, such as posters and brochures. Some info here:

<https://www.kirklandwa.gov/Government/Departments/Public-Works-Department/Solid-Waste-Services/Business-Waste-Collection-Services>. The Department of Ecology will provide some additional outreach materials about the law. The City can print outreach materials for consultants. Should the consultant identify a new piece of collateral they'd like to use, they would need to include design and printing costs in the scope and budget.

7. **Do you expect regular consultant-client meetings to take place in person or virtually or a mix of both?**

Virtually is fine for default.

8. **What additional information can you share about the 100 properties currently participating in the program? How many individual businesses (versus properties) does this represent? Do the 100 properties tend to be larger generators or have multiple generators (e.g. strip mall with multiple restaurants)? Does "currently participating" indicate that a property/business has active organics service?**

We can share a list of the currently participating businesses. Some of these existing businesses on our list may need additional support – which could come out as part of the evaluation process. We consider each business that participates. Our commercial organics route also contains multifamily properties, so that is the reference to properties. Much of this information is available and will become clear through evaluating the current program. There is a mix of businesses participating in the program. "Currently participating" means the business has active organics service.

9. **Why is the goal for 20 new carts required to be accomplished by December 2024 when the contract goes to mid June-2025? Is the first half of 2025 intended for the evaluation component?**

The date for when the new accounts are setup by can be extended beyond December 2024, it will be fine to work in 2025 for this.

10. **What calculations were used to determine the stated goal of 72,000 pounds of organics diverted? We are particularly interested in the metrics for lbs/gal of organic waste, expected fullness of containers, and period of service.**

Estimated pound of compost diverted calculation:

Twenty new 64-gallon compost carts setup at commercial accounts serviced once per week for six months. Six months is the expected average number of months that we will

have all 20 carts setup and being serviced during the grant period. 150 lbs. of compost is the estimated weight of a full 64-gallon cart.

6 months x 4 weeks x 20 carts = 480 (64 gallon carts worth of organics collected during the grant period)

150 lbs x 480 carts = 72,000 lbs of compost diverted

11. What service level data can the City access through the hauler to help inform business assistance as well as program evaluation?

We can pull service level information lists from WM. We do not get fullness data from WM, but can pull lists with container size and frequency.

12. Will you provide the winning consultant with a list of all the properties already enrolled in the program? Can you provide that list to bidders?

We will provide the winning consultant with the list of properties.

13. Will you provide the winning consultant with a list of commercial properties with recurring recycling issues, or who are otherwise disqualified from participation?

We do not have a list of commercial accounts that are problematic and ineligible to participate in our composting program. Through the outreach process, we may identify businesses that are not a good fit, but expect this to be minimal.

14. Do you have an existing protocol for visual audits or will the consultant recommend the method?

We are open to working with the consultant on their recommended method. We typically have done basic visual checks the day before service, and estimated fullness and contamination rates, and taken photos.