



TOWN OF HILLSBOROUGH
California

Posted: February 11, 2021

Solid Waste Rate Study RFP – Addendum No. 1

The Town of Hillsborough’s Request for Proposals (RFP) for the Solid Waste Rate Study is hereby amended, as follows:

iii. General RFP Information

The Town’s designated team will evaluate the proposals. During the review process, the Town reserves the right to clarify information and allow for corrections of errors and omissions. All proposals are due no later than 4:00 p.m. PST on February 18, 2021.

Please e-mail one (1) copy of your proposal in PDF format to William Li, Senior Management Analyst, at wli@hillsborough.net. The Cost Proposal outlined in **Section vi. Proposal Format** must be submitted as a separate attachment from the Technical Proposal. Please limit the total size of the proposal to 10 megabytes or less. The Town will reply and acknowledge receipt of the proposal documents after successful delivery. **It is the responsibility of the RFP respondents to ensure proposal delivery. No proposals will be accepted if received past the deadline – NO EXCEPTIONS.**

v. Schedule

The Town of Hillsborough reserves the right to make changes to the below schedule but plans for the RFP to proceed, as follows. The Town of Hillsborough reserves the right to reject any and all proposals for any reason deemed appropriate for the Town.

Deliverable	Estimated Date
Questions Due	February 8, 2021 by 4:00 p.m.
Clarification Addendum	February 11, 2021 by end of day
Proposals Due (emailed to wli@hillsborough.net)	February 18, 2021 by 4:00 p.m.
Panel Review and Interview	February 25, 2021
Award and Agreement Routing	March 2021
City Council Approval	March 9, 2021

vi. Proposal Format

The proposal will contain the following:

Technical Proposal – Limit thirty (30) pages

- e. **Qualifications and Experience.** Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Include a copy of a rate study performed that most closely fits the scope of work outlined for this project (does not count towards page limit). If available online, please provide a hyperlink to the rate study instead of including the full study in the proposal.



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Attachment A to Addendum No. 1 - Clarification Questions

iii. General RFP Information

Q: Are we able to choose how we submit our proposal (hard copy or electronic by email) or are you requesting both? Will the Town eliminate the requested four (4) hard copies, due to the pandemic restrictions currently in place, and allow for an email-only submittal? If hard copies are being eliminated, may we include our Cost Proposal as a separate pdf in the email submittal?

A: The Town is amending Section iii. in this Addendum No. 1 to only accept electronic proposals. Please see the first page for complete instructions.

vi. Proposal Format – Item e

Q: Does the requested copy of a previously performed rate study count against the overall 30-page limit?

A: The rate study will not count towards the page limit, but a hyperlink to an online copy is preferred. Additional instructions are provided in this Addendum, please see first page for additional details.

Scope of Work

Q: We assume that the results of this rate study would be for rates effective January 1, 2022. Is that the Town's anticipated effective date for the first rate adjustment? If not, what is the Town's anticipated effectiveness date for the rate adjustment? Is the Town anticipating to set rates for multiple years [up to five (5) allowed with one (1) Proposition 218 notification] or is the Town anticipating setting rates for just one year?

A: The rate study will set rates for five (5) years and would be effective January 1, 2022.

General Questions

Q: When was the last rate study done and who was it conducted by? Can you provide a copy of the report?

A: Maximum rates were adopted at the December 12, 2011 City Council meeting in accordance with a Proposition 218 noticing process. The rates are reviewed annually by the Town based on the SBWMA Board adoption of the Annual Contractor Compensation process. Increases are adopted by resolution up to the maximum adopted rates. The January 2021 rates are now at the maximum rates introduced on October 10, 2011 and adopted on December 12, 2011. The agenda items can be viewed here:

October 2011 Agenda Item: www.hillsborough.net/DocumentCenter/View/4367

December 2011 Agenda Item: www.hillsborough.net/DocumentCenter/View/4366



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Q: What is the budget for this project?

A: The preliminary budget for 2020-21 is \$15,000 and was only considered a placeholder. The proposals will be evaluated based on all factors that the Town deems appropriate, including price.

Q: Regarding the public hearing; will the consultant be able to attend this hearing remotely via video conference?

A: Attendance, whether-in person or virtual, is dependent on the format of the Hillsborough City Council meeting when the public hearing occurs. Currently, the City Council is meeting virtually to abide by the California Department of Health and County of San Mateo health orders. Should changes to the health orders or the Brown Act happen, and the City Council reverts back to in-person meetings, the consultant is expected to attend in-person.