



**CITY OF ALBANY**  
**1000 San Pablo Avenue, Albany, CA 94706**

**RFQ: SB 1383 IMPLEMENTATION CONSULTING SERVICES**

**ADDENDUM NO. 1 – RFP QUESTIONS AND ANSWERS**

September 29, 2022

The following are answers to questions that consulting firms working on the response to the RFP have asked City staff in relation to the SB 1383 Implementation Consulting Services.

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- 1. Did the City submit an NOIC (per SB 619) to the CalRecycle? If so, can you please share a copy of the NOIC?**

Please see attached for a copy of the City's approved NOIC.

- 2. If the City did submit an NOIC, have you drafted your Compliance Action Plan? Is there a draft of that CAP that you can share?**

We are in the process of drafting a CAP with CalRecycle and do not yet have it available to share.

- 3. Is the City on a Formal Plan for AB 341 and/or AB 1826 compliance? If so, can you please share a copy of the Formal Plan?**

The City is not on a formal compliance plan for either 341 or 1826. The City had low non-compliance numbers, and CalRecycle confirmed that we would not go on a Formal Plan in the near term.

- 4. What is the City's tentative / anticipated schedule for completion of Tasks 1 through 8?**

Note that this is all tentative, but we anticipate:

1. Complete by end of Q1 2023
2. Start in Q1 2023, then ongoing
3. Ongoing, as directed by staff
4. Complete plan by end of Q2 2023, then periodic technical assistance
5. Complete a plan for program rollout by end of Q2 2023, annual implementation thereafter

- 6. Ongoing
- 7. Complete by end of Q1 2023
- 8. Ongoing

**5. We note that the City intends to enter into a master contract for a term of three years. Are we correct in assuming that the City would intend to complete Tasks 1 through 8 annually over that three-year period? And would the three years be CY 2023, CY 2024 and CY 2025?**

Yes, most tasks will require support annually (tasks 2, 3, 5, 6, 8) and some tasks will require more implementation focus upfront (1, 4, 7), followed by periodic assistance thereafter. The three years would be calendar years 2023, 2024, 2025.

**6. We also note that the City intends to use task orders for individual project assignments. Can you provide a description of your anticipated task order assignment process?**

The City will send an email detailing a requested task and requesting consultant to prepare a brief budget and scope for completing the task. Once City and consultant are in agreement on the task scope and budget, the City will authorize the consultant to begin work on the task.

**7. Has the City already identified its Tier 1 and Tier 2 edible food generators?**

Tier 1 generators have been identified; we may request support verifying Tier 2.

\*Note that the County is taking the lead on edible food recovery. Any work the consultant might do, as necessary and as directed by staff, would be supplemental to the work being done by the County.

**8. Proof of insurance is typically provided upon notice of intended contract award – as an alternative to providing proof with the proposal, would the City accept our attestation and commitment to provide such proof with contract award (as is typical of most such processes in other communities)?**

Yes.