



May 7, 2026

## Addendum 2: RethinkWaste Administrative Office Second Floor Expansion Request for Proposals

---

The purpose of this Addendum 2 is to provide 1) A corrected RFP document with the proposal deadline date corrected, 2) responses and clarification to questions from potential responders to RethinkWaste’s Request for Proposals to the RethinkWaste Administrative Office Second Floor Expansion Project issued April 8, 2026. Prospective proposers’ questions addressed herein include questions submitted during open proposal request period submission deadline of Friday, May 1, 2026 at 4 p.m. And 3) A copy of the sign in sheet of potential bidders that attended the mandatory pre bid Site visit on April 23, 2026. All terms and conditions of the Request for Proposals that are not addressed in this Addendum 2 or in other formal addenda issued on behalf of RethinkWaste remain unchanged.

### 1. CORRECTION ON THE PROPOSAL SUBMISSION DEADLINE

On Page 10 (of 21) of the RFP, under Section 9 SUBMITTAL REQUIREMENTS, the table states the proposal submission deadline is May 22, 2028. This has been corrected to state that the **proposal submission deadline is May 21, 2026**. A revised RFP document can be found at <https://rethinkwaste.org/about/rfps-rfqs/>

### 2. QUESTIONS ASKED BY PROSPECTIVE PROPOSERS

#	Potential Proposers’ Questions	RethinkWaste Responses
1	In the RFP, it states to include both a pdf and a source file. We use InDesign Creative Cloud. Do you still want us to submit that source file? It will be a very large file.	Yes; submit all source files.
2	Will a Table of Contents, proposal covers and section divider pages count towards the maximum page count?	No, the Table of Contents, proposal covers and section divider pages will not count towards the maximum page count.
3	Can we bring the Attachment B: Client Reference Form into InDesign as along as all of the information is there? Is there a maximum number of references that we can show?	Yes, the references can be in InDesign as long as all required information is there. There is no maximum for number of references, only a minimum number of references to be provided.

4	<p>For the reference's projects, can they be completed in 5 years?</p>	<p>Per the RFP language, "Provide the names and contact information of at least three (3) references for which similar services have been provided in the last three (3) years."</p>
5	<p>Can the referenced projects be in design and not completed?</p>	<p>No, referenced projects must be completed, not currently in design.</p>
6	<p>I understand that Gelfand Architects did the original 1<sup>st</sup> floor remodel and also the programming for the 2<sup>nd</sup> floor remodel.</p> <p>Is Gelfand Architects eligible to submit on this RFP or are they excluded?</p>	<p>Any firm that meets the minimum qualifications is eligible to submit a proposal response to this RFP, it is an open bid project.</p>
7	<p>Clarification on References (Section 9.6 &amp; Attachment B): Regarding the requirement for three references for "recent similar or related work":</p> <ul style="list-style-type: none"> <li>• Could you clarify if the Agency prefers references to be focused on the firm's specific past projects • or on the professional history of the individual team members assigned to this project?</li> <li>• If we include detailed project case studies as part of our references, should these be formatted on standard 8.5" x 11" paper, or is it permissible to use 11" x 17" sheets if the reference includes architectural drawings or site layouts?</li> </ul>	<ul style="list-style-type: none"> <li>• The minimum requirement for the three references must be firm specific.</li> <li>• Per the RFP language, "The proposal shall contain 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any drawings." 11" x 17" sheets will be permissible for any drawings and site layouts.</li> </ul>
8	<p>Scope of "Other Relevant Information &amp; Exceptions" (Section 9.7): In reference to the "Other Relevant Information &amp; Exceptions" section:</p> <ul style="list-style-type: none"> <li>• Could the Agency provide examples of what might be considered "relevant information" that would be helpful in the selection process beyond what is already requested?</li> <li>• Regarding "exceptions," does this specifically refer to any requested legal or</li> </ul>	<ul style="list-style-type: none"> <li>• Proposers may submit any additional relevant information that demonstrates proposer's qualifications.</li> <li>• Yes, "exceptions" specifically refers to any requested legal or technical modifications (redlines) to the <b>Draft Service Agreement</b> provided in Attachment C</li> </ul>

	technical modifications (redlines) to the <b>Draft Service Agreement</b> provided in Attachment C?	
--	----------------------------------------------------------------------------------------------------	--

### 3. PRE-BID SITE VISIT SIGN IN SHEET

[Attachment A - Copy of the sign in sheet for the mandatory pre-bid site visit held on April 23, 2026.](#)