

	REQUEST FOR QUALIFICATIONS 2026-027	KITSAP COUNTY PURCHASING OFFICE 614 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4789 Email: purchasing@kitsap.gov
	ADDENDUM NO. 1	

TO: All Respondents
FROM: Glen McNeill, Purchasing Agent
CLOSING DATE: Tuesday, September, 22, 2026 at 2:00 p.m. (UNCHANGED)
REF NO.: 2026-027 – Consultant Services for the Cleanup Action Plan at the closed Hansville Landfill
DATE: Wednesday, August 26, 2026

In response to questions received, the following information is provided to assist in responding to the above referenced solicitation:

QUESTIONS AND RESPONSES

1. Question: Submittals are required to include an estimated number of hours per year by task to complete the scope of work. How will the hours be rated using the scoring criteria?

Answer: The estimated hours will be used to evaluate the offeror's understanding of the effort required to complete each task provided in the scope of work.

2. Question: Is there an assumption of hours for the contingency subtasks under Task 9 or for tasks subject to follow up with regulatory agencies, such as Ecology?

Answer: Estimated hours are not required to be included for Task 9. If estimated hours are provided for Task 9, those hours will not be considered in the scoring criteria. There is no assumption of hours for tasks subject to follow up with regulatory agencies.

3. Question: Is there any direct coordination required between the contractor and the County's utility crew for ongoing landfill grounds maintenance?

Answer: No. Coordination with the County's utility crew for ongoing grounds maintenance will be facilitated by County personnel.

4. Question: Will the awarded contractor be required to provide answers to Ecology for 5-year reports submitted by the previous contractor?

Answer: Yes. In conjunction with the County and Waste Management, the awarded contractor will be required to provide answers to Ecology for questions on any previous 5-year review report submitted.

5. Question: What is the review process for reports with the other parties?

Answer: Per Task 5 of the scope of work, initial quarterly and annual reports are submitted for review to the County and Waste Management. After review and approval by the County and Waste Management, final reports are submitted to Ecology with copies to the County, Waste Management, Kitsap Public Health District, and the Tribe.

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6. Question: Will invoices need to be split and sent to the County and Waste Management for payment?

Answer: No. Per Section 3.3 of the draft contract included as Appendix E, the awarded contractor will submit one (1) complete invoice per month to the County, with copies to Waste Management. The County will process each invoice for payment.

7. Question: Is an escort from the Tribe required for sampling activities on Tribal property?

Answer: No. An escort from the Tribe is not required, but notification of the monitoring and sampling date and activities must be provided to the Tribe a minimum of seven (7) days in advance.

8. Question: Reference: Scope of Work, Subtask 2.1 and Subtask 2.2, pages 12 and 13. For access to Port Gamble S'Klallam Tribe property to reach wells MW-12I and MW-13D and surface water stations SW-1, SW-4, SW-6, and SW-7(R), are there seasonal or other restrictions on access? It may be helpful if the County can provide the routes to access to these locations, beyond what was discussed in the pre-bid site walk.

Answer: The current contract overlaps with the commencement of the new contract. A new contractor can request the existing contractor accompany them to these sites, to establish familiarity with the routes and modes of access. These sites involve some hiking along streams and forested areas, but there are no seasonal access restrictions.

9. Question: Reference: Scope of Work, Subtask 2.3, page 13. Subtask 2.3 states the Clients may elect to contract directly for laboratory services. For purposes of preparing the estimated hours by task, should offerors assume laboratory services are provided and managed by the selected consultant, or contracted directly by the Clients?

Answer: The offeror should assume laboratory services are provided and managed by the awarded contractor.

10. Question: Reference: Scope of Work, Task 3, page 14. Is there an operations and maintenance manual for the gas collection and control system, and if so, can it be made available to offerors? If no manual exists, can the County describe the current operating configuration and any manufacturer documentation available for the blower units and biofilter, including when they were installed?

Answer: The 2011 Compliance Monitoring Plan and 2012 Compliance Monitoring Plan Addendum includes the Sampling and Analysis Plan, the Quality Assurance Plan, and the Reporting and Data Submittals. The biofilter system for landfill gas was installed in 2023, replacing the flare system. Construction of the biofilter system is documented in the 2023 Annual Report. These reports are available on the Ecology webpage for the Hansville Landfill located at [Hansville Landfill - \(695\)](#). Surface emission monitoring for the biofilter system is conducted using a GEM-5000 to assess the landfill gas system.

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11. Question: Reference: Scope of Work, Subtask 5.2, page 16, and Contract Term, page 19. Subtask 5.2 states that the annual monitoring report will be prepared with the exception of the first year of the Contract, identified as the 2027 Annual Report for the 2026 compliance year. The Contract Term section states that annual amendments will be executed for task activities beyond the Annual Report for the 2027 compliance year. Please confirm whether the first annual report prepared under this contract covers the 2027 compliance year.

Answer: Yes, the first annual report prepared by the awarded contractor will be for the 2027 compliance year; prepared following the final 2027 quarterly sampling and produced in 2028.

12. Question: Reference: Scope of Work, Task 6, page 16. Task 6 states that the last 5-year review report was provided in 2022 for the 2021 Remedial Action Status Report, and that Ecology's review of the 2022 5-year Remedial Action Status Report is in progress. Please clarify which Remedial Action Status Report is currently under Ecology review and identify the anticipated year of the next 5-year review, so that offerors can assign Task 6 effort to the correct contract year.

Answer: Ecology's review of the 2021 Remedial Action Status Report submitted in 2022 is still in progress. A 5-year Remedial Action Status Report will be submitted by the current contractor in 2027 for the 2026 Remedial Action Status Report.

13. Question: Reference: Scope of Work, Task 3, page 14, and Task 9, page 17. Task 3 states that an allocation is provided for limited additional labor and material for non-routine operations and maintenance, and Task 9 is described as a contingency budget. Has the County established a target allocation or range for these items that offerors should reflect in the estimated hours?

Answer: There is not a targeted allocation or range for these items. The awarded contractor is expected to have the expertise to observe the conditions of the landfill and make recommendations for the upkeep of the system. The County and Waste Management will review any recommendations and the effort required and approve as needed. Estimated hours are not required to be included for Task 9. If estimated hours are provided for Task 9, those hours will not be considered in the scoring criteria.

14. Question: Reference: Scope of Work, Task 3, page 14, and Subtask 9.5, page 18. Can the County provide a summary of non-routine gas collection and control system maintenance and repairs performed over the past five years, including the nature of the work and associated labor and material effort (i.e., what has been replaced, when was it replaced, and has this been ongoing effort)? This information would support development of the estimated hours requested under Submittal Requirements, page 20.

Answer: The awarded contractor is expected to have the expertise to observe the conditions of the landfill gas monitoring system and make recommendations for the upkeep of the system. The County and Waste Management will review any recommendations and the effort required and approve as needed. Estimated hours are not required to be included for Task 9. If estimated hours are provided for Task 9, those hours will not be considered in the scoring criteria.

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15. Question: Reference: Scope of Work, Task 8, page 17. Task 8 states participation in regular teleconferences. Does the County have a specific frequency for when teleconferences occur (i.e., are these weekly, biweekly, monthly, etc.?)

Answer: Monthly

16. Question: Reference: Scope of Work, Subtask 9.7, page 18. Can the County identify the eleven groundwater wells anticipated for decommissioning planning, including well identification, depth, and construction details? This task is identified as planning, does the County anticipate that planning will include coordinating decommissioning to occur during future contracts?

Answer: Decommissioning of these wells will require research in the site files to determine depths and locations of these wells. Estimated hours are not required to be included for Task 9. If estimated hours are provided for Task 9, those hours will not be considered in the scoring criteria

17. Question: Reference: Submittal Requirements, page 20. The submittal requires the estimated number of hours per year by task. Should this estimate include any subconsultant and laboratory hours, or consultant staff hours only?

Answer: Estimated hours should include any subconsultant and laboratory hours that will be invoiced to the County under the awarded contract.

18. Question: Reference: Submittal Requirements, page 20. Is there a page limit for the submittal, and if so, does the limit apply to the Technical Proposal alone or to the complete submittal? Please also confirm whether the Example Report, resumes, appendices, and the Certificate of Liability Insurance count toward any page limit.

Answer: There is no page limit.

19. Question: Reference: Submittal Requirements, page 20. The submittal requires an Example Report prepared by relevant Key Personnel, similar in style to the Scope of Work requirements. Please confirm whether the example may be redacted where necessary to address client confidentiality.

Answer: Yes.

END OF ADDENDUM NO. 1