

TAKING CARE OF BUSINESS LITTER INDEX REQUEST
QUESTIONS AND ANSWERS
Wednesday, April 9, 2025

1. How many total corridors and City blocks will the Consultant be expected to perform the Litter Index on?

- The consultant will be expected to perform the Litter Index on about 180 corridors and around 1500-1700 blocks.

2. Please detail how Survey123 will be utilized by a consultant.

- Survey123 has typically been provided by the City to consultants for their use at no cost. Survey123 will geocode observations. Additional tools may be proposed by the consultant to enhance the efficiency and effectiveness of their proposal.

3. Could you share more detailed expectations around the litter categorization component? Will a defined list or taxonomy be provided, and is there a standard format for logging that data? What level of detail is expected?

- A typical list of litter that is tracked includes tires, construction debris, plastic bags, paper waste, needles, short dumping, and other categories. A defined list will be developed with the selected consultant. Typically, notable occurrences of specific litter types are tracked during each observation. Details are expected to be categorical and not overly complex.

4. Would the City be open to a partner proposing light engagement or public-facing education alongside the data collection?

- The litter index is seen as a supplement to the existing TCB program's outreach and engagement. Standalone engagement is not expected as a part of a proposal but can be included in a consultant's proposal.

5. Please define a City Block. For example, a block for litter surveys may only have 2 sides or ending at a cross-street vs a block as a square with 4 sides.

- A block for this purpose is a segment of roadway and sidewalk from one cross street to another. For example, Market Street from 16th St to 17th St. There may be exceptions to this typical arrangement.

6. At what level will observations be aggregated?

- All observations will be aggregated at the block segment level with scores averaged across three observations.

7. Please provide a list of litter types that are expected to be included in observations.

- Tires, construction debris, plastic bags, paper waste, needles, short dumping, food and beverage, trash bags, takeout, bottles and cans, and other categories. Categories will be determined in collaboration with the selected consultant.

8. How many observations does a block receive in an observation period?

- Each block is expected to be observed three times per observation period.

9. Are meetings with the Commerce Department and Office of Clean & Green expected to be in person, or can they be virtual?

- These meetings may be virtual or in-person depending on availability.

10. Is the response length a hard cap?

- Proposals should aim to be 5 pages, but additional length is accepted.

11. Does the Required Attachments fall within the 5-page total limit of the RFP response?

- No.

12. What does the May 5th start date entail?

- This start date is the reflection of when involvement between the City and the Consultant is expected to begin (e.g kick-off meetings, planning for observations). Contract conformance can be expected to take several weeks after activities begin.

13. Does the City anticipate the Litter Index will be conducted via a windshield survey (i.e., performed in a vehicle only) or via a walking survey?

- Windshield surveys are acceptable as are walking surveys. All observation methodology will be reviewed and approved before observations occur.

14. Given the labor-intensive nature of this project, are there local groups conducting similar work for the City that may be counted on to conduct the field work with oversight provided by the Consultant? If so, please provide their names and contact information.

- There are no specific organizations that do this work that we could direct you to.