



**REQUEST FOR PROPOSAL  
2019**

**Lewis County Public Works Department,  
Solid Waste Division**

**for**

**CENTRAL TRANSFER STATION RELOCATION  
FEASIBILITY STUDY**

**Response Deadline:  
November 4, 2019 at 3:00 p.m.**

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# REQUEST FOR PROPOSAL

## CENTRAL TRANSFER STATION RELOCATION FEASIBILITY STUDY

**MANDATORY SITE VISIT: WEDNESDAY, OCTOBER 16, 2019 AT 9:00 A.M.**

**RESPONSE DEADLINE: MONDAY, NOVEMBER 4, 2019 AT 3:00 P.M.**

### 1.0 PROJECT DESCRIPTION

Lewis County Public Works Solid Waste Division is issuing this Request for Proposals from qualified Consultants to provide Engineering and/or Architectural Services for the preparation of a Feasibility Study that includes; evaluating the need for a new transfer station and modifications to the current Central Transfer Station to accommodate growth and expansion; identifying and evaluating potential sites for a new transfer station, Service Levels, Preliminary Facility Design for a new transfer station, Rate Structure and Cost Estimate for ongoing operations of solid waste throughout Lewis County to include the Central Transfer Station, as the primary solid waste transfer station located in Lewis County, Washington.

### 2.0 BACKGROUND

Lewis County Public Works (the County) currently operates two transfer stations within Lewis County, for processing municipal solid waste and other waste materials for transportation to final disposal sites outside of Lewis County. The Central Transfer Station (CTS) is located at 1411 S. Tower Ave., Centralia, WA 98531. The East Lewis County Transfer Station (ELCTS) is located at 6745 US Hwy 12, Morton, WA 98536. Municipal solid waste (MSW) is received at both CTS & ELCTS from throughout unincorporated Lewis County, the Cities located within the County, and other self-haul customers. Both transfer stations manage MSW as well as specified recyclable materials, designated special wastes, limited household hazardous waste (HHW), and Small Quantity Generator (SQG) for proper disposal.

CTS operates on a 10 - acre parcel owned by the City of Centralia (Parcel #003682047021). The site is located within the area referred to as the Centralia Landfill, which closed March 1994.

### 3.0 SITE INFORMATION

#### 3.1. Site Operations

CTS handles the bulk of MSW, HHW, and other wastes and household recyclables generated in Lewis County. The primary customer base for the CTS is the west half of the county, which is the majority of the County's population. The ELCTS accepts MSW and household recyclables generated in the eastern end of Lewis County.

Self-haul customers dispose of MSW, yard waste and natural woody debris materials, limited HHW, and recyclable materials. Recyclable materials include comingled or mixed recyclables (plastic bottles, jugs and tubs; junk mail, magazines, tin cans, aluminum cans, paperboard, and newspaper), glass bottles and jars, corrugated cardboard, scrap metal, tires, propane tanks, computer monitors, CPUs and televisions, and appliances (CFC and non-CFC). Limited HHW is accepted at the transfer stations and consists of used motor oil, spent antifreeze, household batteries, compact fluorescent bulbs, and electronic waste. The CTS does feature a HHW fixed facility that is open to the public from 9 a.m. to 4 p.m. every Wednesday and the first and third Saturday for the residential customers to drop off their HHW. Separated and securely contained medical sharps are also accepted from residents.

CTS is open to the general public six (6) days a week, Monday through Saturday, from 7:30 a.m. to 5:30 p.m., except for New Year's Day, July 4<sup>th</sup>, Thanksgiving Day and Christmas Day. ELCTS is open to the general public six (6) days a week, Monday through Saturday, from 8:30 a.m. to 5:00 p.m., except for

New Year's Day, July 4<sup>th</sup>, Thanksgiving Day and Christmas Day. Waste received at CTS & ELCTS is compacted into truck containers and transported via truck to the WASCO County Landfill near The Dalles, Oregon. Both transfer stations and their operations are regulated by Washington State and the Lewis County Code and are permitted annually by the Lewis County Public Health District (LCPHD). Landfill disposal criteria are also subject to Oregon state law and regulations by the Oregon Department of Environmental Quality.

Currently, with the volume of MSW received at CTS & ELCTS, it is challenging to maintain and meet operational requirements. Traffic configurations and scale layouts often result in long lines to enter and exit the facilities. In 2018, CTS & ELCTS processed more than 71,000 tons of MSW, an increase of 2.4% from 2017 and an increase of 11.5% from 2016. Initial design capacity for CTS was to serve an estimated 250 customers per day. In 2018, CTS handled an average of 285 vehicles per day. Peak days for self-haul customers are generally on weekends with nearly 600 vehicles per day. Current traffic volumes at CTS create challenges to maintain and meet operational requirements.

The tipping floor area available at CTS for storage during an emergency is approximately 10,500 square feet, with an average storage capacity of approximately 750 tons (approximately 3-days storage capacity) on the floor based on an average volume of 200-250 tons per day.

### **3.2. Site Structures: CTS**

Construction of the CTS facility was completed in 1994 and it began operations on April 1, 1994. The original Centralia Sanitary Landfill was officially closed on the last day of March in 1994. The CTS campus is located on old landfill property.

A perimeter fence surrounds the existing facility and the key existing onsite structures include:

- Transfer Station Building
  - Approximately 10,500 square feet
  - Commercial tipping floor approx. 6,300 square feet
  - Self-haul tipping floor approx. 3,500 square feet
  - Steel and concrete support structures and systems
  - Staff building attached to transfer station building
- Transfer Station Administrative Office Building – Employee Facility
  - Approximately 1,000 square feet
  - Office support building, occupied by Solid Waste administrative and management staff
- Scale house
  - Approximately 324 square feet
  - Scale support building,
  - One (1) inbound scale – 90-ft. long
  - One (1) outbound scale – 90-ft. long
- Public Recycle Drop-off Area
  - Approximately 25,000 square feet (traffic area)
  - Several portable containers for recyclables
  - Portable storage tanks for used motor oil and spent antifreeze located near the HHW facility
- Public Drop-off Area by the Transfer Station Office Building

- Two (2) white goods collection areas – one (1) for CFC and one (1) for non-CFC appliances
- One (1) tire collection area
- General Site Features
  - Sanitary lift station
  - Support systems such as catch basins, sumps, pretreatment units, etc.
  - Access and maneuvering areas and recently paved commercial vehicle area
- Key Equipment
  - Loading and excavating equipment for packaging waste for shipment
  - Industrial facility operating equipment
  - Tarp Rack
  - Two (2) Yard goats (small truck to move trailers onsite)

### **3.3. Site Access: CTS**

Access to CTS is through a single access point entering the property from South Tower Avenue on the north side of the Facility and leads south toward the Facility entrance and Scale house. The Public Recycle Drop-off Area is located in the center of the property and is accessed through the Scale house entrance. All ingress and egress to/from the main areas of the Facility goes through the Scale house. To exit the Facility, most self-haul and commercial vehicles must use the outbound scale. This traffic configuration often results in long lines, particularly when exiting the Facility. The self-haul exception is the customers who bring their waste in six (6) 32-gallon garbage bags, or cans, they are permitted to use the Express Service. These customers enter on the in-bound scale, pay \$10, and then drop off their waste in designated “garbage only” boxes in the Recycling Area. Afterward, they exit the Facility through the Recycling Area.

### **3.4. Site Utilities: CTS**

#### Septic and Sewer

The CTS location is served by the City of Centralia sewer system. The CTS system collects and conveys industrial effluent through an oil-water separator, vault, and into an underground-storage tank that is used to collect the water for proper disposal through the city’s approved treatment plant permitted to accept the material.

#### Stormwater Management

The Facility’s stormwater management system accepts non-contact surface water run-off from the paved parking and driving areas, the Transfer Station building, and other portions of the site. The system consists of catch basins, underground piping, oil-water separators, pretreatment units, pumps, infiltration ponds, and discharge structures.

The site operates under a National Pollutant Discharge Elimination Systems (NPDES) Industrial Stormwater General Permit #WAR125295 for the Transfer Station facilities. This permit is held by Lewis County, which manages the Stormwater Pollution Prevention Plan (SWPPP) for the site.

#### Electrical

Centralia City Light provides electrical utility service to the site.

#### Water

The City of Centralia provides potable water service to the site.

#### 4.0 SCOPE OF WORK (SOW)

The CTS facility is aging and in need of repairs, upgrades, and/or replacement in the near future. As the primary transfer station receiving and managing waste from throughout Lewis County, CTS operations are intended to continue for an extended time period. The County is soliciting a Request for Proposals for the evaluation of existing and future needs for solid waste management, collection and transfer systems. The following list is an example of the anticipated tasks to be included in the evaluation but is not intended to be limiting:

- **An evaluation of existing facilities and their operations**
- **A recommendation to extend the lifespan and improve efficiency of current facilities**
- **Identification and evaluation of potential site(s) within Lewis County for constructing a new transfer station facility to accommodate existing and future garbage collection, consolidation and transfer, office operations and administration staff, scale house(s), recycling area, yard waste, construction and demolition debris segregation and HHW collection facility**
- **A preliminary design for the preferred alternative(s)**
- **A planning level estimate for the costs for design and construction of the preferred alternative(s)**
- **A proposed rate structure for a new transfer station facility**

A specific, detailed scope of work will be negotiated with the successful candidate following notification from the County of contract award.

#### 5.0 SUBMITTAL PROCESS

Proposers are solely responsible for all costs incurred in the development and submission of the response to this Request for Proposals (RFP) or any other presentations whether in response to this RFP or to any subsequent requirements of the consultant selection and contract negotiation process. All materials submitted in the response to this RFP become the property of Lewis County.

##### 5.1. Mandatory Site Visit

A mandatory site visit will be held on October 16, 2019. The site visit will begin at 9:00 A.M. at the Lewis County Solid Waste Administration Office and will then proceed as a group through the Facility after a brief introduction and overview. Directions to the Lewis County Solid Waste Administration Office are provided in Exhibit A: Site Visit Information.

Photographs will be permitted during the site visit. The site visit will involve walking around the CTS grounds, including all of the facility areas and structures and is expected to take approximately two (2) hours. Personal protective equipment (PPE) including hardhat, safety vest, and closed-toe shoes are **required** and must be worn at all times while onsite. Those attending should provide their own PPE for the site visit.

A maximum of two (2) representatives from each potential respondent team are authorized to attend the site visit. A visitors' log will be provided to the Facility Operator in advance of the site visit. In order to plan accordingly, the County requests prospective bidders send notification of their intent to attend the site visit *in writing via email* by **Friday October 11, 2019**. Notifications should be sent to:

Laurie Fife, Administrative Assistant  
Lewis County Public Works Solid Waste  
[laurie.fife@lewiscountywa.gov](mailto:laurie.fife@lewiscountywa.gov)

## 5.2. RFP/SOW and Site Visit Questions

Site operations prevent County staff from answering ANY questions while at the CTS. It is expected that ALL attendees will proceed back to the Solid Waste administration conference room for a Question and Answer (Q&A) session.

Questions and answers will be transcribed by a County representative and included in an Addendum to be published. If information pertaining to the question(s) is not available during the Q&A session the answer will be included in the Addendum.

Site visit attendees may also submit additional questions regarding this solicitation. Additional questions must be submitted via e-mail by **3:00 p.m. on Monday, October 21, 2019**, and should be directed to:

Laurie Fife, Administrative Assistant  
Lewis County Public Works Solid Waste Division  
[Laurie.fife@lewiscountywa.gov](mailto:Laurie.fife@lewiscountywa.gov)

Responses to all questions received at the site visit and via email will be published as an Addendum to this RFP on or before Monday October 28, 2019 The Addendum will also be posted on the Lewis County Call for Bids page (<https://cfb.lewiscountywa.gov/projects/>).

Failure to request clarification of any inadequacy, omission, or conflict will not relieve the vendor of any responsibilities under this solicitation or any subsequent contract. It is the responsibility of the interested vendor to assure that they received responses to questions if any are issued.

## 6.0 CONTRACT TERM AND SCHEDULE

All services awarded through this solicitation shall commence upon contract execution and extend through completion of the project. The contract term and schedule will be determined with the selected Consultant as part of the awarded contract, including the project specific Scope of Work, Budget, and Schedule of Work, and developed in conjunction with the County.

## 7.0 SUBMITTAL REQUIREMENTS

Submitted responses must include the following information:

- A brief introductory letter of interest stating the Consultant's interest in the project;
- Pertinent contact information, including the Consultant's name, phone number(s), email address, and names of the principal in charge and the project manager, names of the key personnel proposed to be involved, and all proposed sub-consultants and their relevant contact information;
- An approach to how the team will achieve the requirements and expectations of this project and demonstrate the Consultant's understanding of the project goals and objectives;
- A detailed Statement of Qualifications demonstrating the Consultant's experience and expertise developing and completing similar projects as outlined above. Identify up to five (5) projects of similar complexity and magnitude conducted by staff and/or the Consultant within the past five (5) years. Each project description should not exceed one (1) page in length. Provide references and a current phone number for each project identified;
- A statement of experience and capabilities of the proposed key project staff, including names and qualifications of key staff identified to work for the duration of the project. Provide resumes for key staff and any sub-consultants proposed to work on the project. Each resume should not exceed two (2) pages in length. The Project Manager is expected to be committed for the duration of the project, unless approved by the County;

- A list of sub-consultants, if any, and their specific involvement on this project. Identify no more than three (3) projects of similar complexity and magnitude undertaken by the sub-consultant in the past five (5) years, including references and a current phone number for each project. Each identified sub-consultant project should not exceed one (1) page in length.

## **8.0 CONSULTANT EVALUATION PROCESS**

### **8.1. Evaluation Criteria**

Upon closure of the RFP, all submittals received will be reviewed and evaluated according to the criteria provided below:

- |   |           |
|---|-----------|
| 1. Consultant's understanding of the project and the County's goals and objectives  | 20 points |
| 2. Experience and qualifications of Project Manager assigned to work on this project including projects of similar complexity and requirements and a demonstrated ability of the consultant to perform high quality work, to control costs, and to meet schedules on similar projects | 30 points |
| 3. Experience and qualifications of key personnel (including sub consultants) assigned to work on this project including projects with similar scopes of work and complexity  | 20 points |
| 4. Knowledge of and experience with Lewis County or similar agency projects, plans, specifications, estimated and/or contract practices   | 10 points |
| 5. Approach to quality control and project management as demonstrated in the Statement of Qualifications and overall quality of the proposal  | 20 points |

### **8.2. Interviews**

A County Committee will evaluate each submittal received on or before the stated closing date. According to the criteria listed above, the committee may:

1. Make a recommendation to the Lewis County Public Works Director and request authority to negotiate a contract based on the submittals received; or
2. Request additional information from Consultants whose responses appear to have the greatest likelihood of success; and/or
3. Invite one or more consultants whose responses appear to have the greatest likelihood of success to attend an interview and then make a recommendation to the Lewis County Public Works Director and request authority to negotiate a contract.

### **8.3. Selection Process**

Subsequent to the deadline for acceptance of the Proposal and using the evaluation criteria and weights indicated above, the County will evaluate all received proposals and will determine rankings based upon the materials submitted and oral interviews, if deemed necessary by the County.

The County will contact the consultant with the highest ranked proposal and request a detailed Scope of Work, proposed Budget and schedule. If an agreement cannot be reached with the top ranked consultant, the County will contact the consultant with the next ranked proposal and attempt to reach an agreement. The process will repeat until an agreement is reached with a responding consultant.



## 9.0 SUBMITTAL GUIDELINES

To be considered for this RFP, four (4) copies of the Submittal Requirements must be submitted with the RFP Name, the date and time of the response deadline and the name and address of the respondent clearly stated on the outside of the envelope.

Proposals for additional Lewis County open bid opportunities must be submitted separately. Proposal(s) received after the specified date and time will be rejected and will not receive any further consideration. Faxed or e-mailed proposals will not be accepted.

Please submit by mail to:  
Lewis County Public Works  
Attn: Josh Metcalf  
2025 N Kresky Ave.  
Chehalis WA 98532

**OR**

Hand deliver to:  
Lewis County Public Services Building  
Attn: Josh Metcalf  
2025 N Kresky Ave.  
Chehalis WA 98532

### **Proposals must be received no later than 3:00 p.m. on Monday, November 4, 2019**

All costs for response, preparation, and negotiation incurred by the Proposer, whether or not they lead to execution of a contract and agreement with the County must be borne entirely and exclusively by the Proposer.

Lewis County reserves the following rights for acceptance, modification, and/or rejection of submitted proposal(s) such as:

1. Rejection of any or all proposals.
2. Rejection of any proposals not in compliance with proposal requirements.
3. Providing of addenda, amendments, supplementary material or other modifications to the proposal specifications.
4. Cancellation of this Request for Proposals without issuance of another Request for Proposals.
5. Issuance of subsequent requests for new proposals.
6. Request for submission of further information by the Proposer in order to complete evaluation by Lewis County.
7. Determination to select one or more Proposers for attempted negotiation of a final contract(s). Decisions made by Lewis County will be final.

**EXHIBIT A: SITE VISIT INFORMATION**

**DIRECTIONS TO LEWIS COUNTY ADMINISTRATION BUILDING  
FOR THE MANDATORY SITE VISIT**

The site visit will start at the Lewis County Solid Waste Administration building, located at 1411 S. Tower Ave., Centralia, WA, 98531. Directions are provided below: