

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

Lewis County Solid Waste & Hazardous Waste Management Plan Update

Oct. 26, 2022

Lewis County Public Works, Solid Waste Utility (COUNTY), is soliciting statements of qualifications from consulting firms with expertise in solid and hazardous waste management planning in the State of Washington. Consultants will be considered for the following project:

PROJECT DESCRIPTION

The successful consultant will review the existing comprehensive Lewis County Solid Waste and Hazardous Waste Management Plan, adopted in November 2008, along with certain chapters updated by COUNTY staff, and assist the COUNTY in completing the Plan Update to address current needs and State requirements. The successful consultant will be required to closely coordinate and communicate with COUNTY staff, the Lewis County Solid Waste Advisory Committee, and assist with public hearings and presentations to cities as needed.

SUBMITTAL REQUIREMENTS

A description of staff's proposed project scope of work is contained in Section 1C of this document.

Responses will be evaluated and ranked based on the criteria outlined in Section 4 of this Request for Qualifications (RFQ).

DEADLINE: Responses must be received no later 3:00 p.m., local time, December 2, 2022.
Responses may be mailed or emailed to:

Teri Lopez
Lewis County Solid Waste Utility
P.O. Box 180
Centralia, WA 98531
swu@lewiscountywa.gov

SECTION 1A

BACKGROUND AND PURPOSE

The current Lewis County Solid Waste and Hazardous Waste Management Plan Update was adopted in November 2008. The County's Moderate Risk Waste Plan has been incorporated as a chapter in the Solid Waste Management Plan Update. The COUNTY has assigned staff to update certain chapter of this plan, and has been working with the Lewis County Solid Waste Advisory Committee (SWAC) to identify needs to be addressed in the plan update. The COUNTY is seeking consultant assistance to complete the planning process.

Data Available from the COUNTY

The following documents are available for review at the Lewis County Solid Waste Utility Office: current operational plans for the disposal facilities and the moderate risk waste facility; and County codes related to solid waste, the Lewis County Comprehensive Solid Waste Management Plan, dated June 1993; the Lewis County Solid Waste and Hazardous Waste Management Plan Update, dated April 2000; the Lewis County Solid and Hazardous Waste Manager Plan Update dated November 2008; and the following updated draft chapters:

- Chapter 1: Planning Process & Background
- Chapter 2: Current Conditions
- Chapter 3: Municipal Solid Waste Collection, Transfer, Export & Disposal
- Chapter 5: Wastes Requiring Special Handling
- Chapter 6: Moderate Risk Waste
- Lewis County Contamination Reduction and Outreach Plan, June 2021

Other Assistance from the COUNTY

Where possible the COUNTY will provide assistance in editing of draft documents, circulation of materials for SWAC review, scheduling of public meetings and hearings, presentation materials, and other items as agreed upon by the COUNTY's Project Manager (CPM).

The CONSULTANT is expected to closely coordinate the project with the CPM.

Project Leadership

The CONSULTANT contract shall be managed by the CPM. The CONSULTANT may communicate directly with the Hazardous Waste Program coordinator and the Recycling Coordinator concerning their areas of expertise.

Schedule

The Plan Update is scheduled for final adoption by June 30, 2023, with a draft substantially completed by March 2023. The proposed work schedule should include a minimum of two review sessions with the SWAC. The schedule should also allow for time in the months of April, May, and June for public hearings and Washington Utilities and Transportation Commission and Washington Department of Ecology review.

SECTION 1B

CONSULTANT INFORMATION

- A. Prepare a detailed scope of work and project schedule. The scope of work shall identify all major tasks, methods, deliverables, and proposed meetings. The schedule shall illustrate all major tasks and milestones. It is anticipated the CONSULTANT will rely on the provided “staff suggested scope of work” as the basis of beginning final scope of work preparation.

Determine how meeting minutes, various analyses, technical memorandums, milestones and other documentation can be readily assimilated into the draft plan. Ideally, all documents should be prepared as to become sections of the final plan with a minimal amount of editing.

- B. Prepare and submit invoices.
- C. Manage the project to meet timelines and deliverables. Inform the CPM of progress at regular intervals.
- D. Upon request, assist the COUNTY on obtaining agreement with state and federal agencies of the work plan, preparing relevant documents, and making any necessary modifications as required.
- E. Coordinate with CPM to transfer the data and files of all project material.

SECTION 1C

SUGGESTED SCOPE OF WORK

The Lewis County Solid Waste/Hazardous Waste Management Plan Update will, at a minimum, include the following elements:

1. Conform to all federal, state and local regulations and review established guidelines with special attention to:
 - a. RCW 70A.205.020;
 - b. Policies contained in the Washington State *Solid and Hazardous Waste Plan, 2021*;
 - c. Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions, February 2010;
 - d. Guidelines for Development of Local Hazardous Waste Plans, February 2010;
 - e. Local, state and federal policies that affect solid waste management
2. Update all statistical data and projections contained in the 2008 Plan Update. Review disposal trends and Lewis County population/development projections to determine adequacy of current disposal facilities to handle waste flow for the next thirty-year period.
3. If an additional transfer station is determined to be required, provide guidance on site selection to meet identified needs.
4. Review existing waste reduction/recycling programs for residential recycling, as well as commercial/industrial recycling, and provide recommendations for future implementation in both urban and rural areas
5. Review existing moderate risk waste programs.
6. Review goals, objectives, and recommendations in the current Plan with County staff and Solid Waste Advisory Committee, and revise/expand sections as necessary.
7. Identify implementation schedule and budgetary requirements to satisfy the Washington Utilities and Transportation Commission guidelines.
8. Prepare the cost assessment for the Washington Utilities and Transportation Commission.

The CONSULTANT, in addition to preparing the Plan Update, will be expected to:

1. Conduct a minimum of two review sessions with members of the Solid Waste Advisory Committee (SWAC). The SWAC is a 9-member group of citizens who advise the Lewis County Board of County Commissioners on solid waste issues.
2. Attend all necessary public hearing and meeting(s) with the Department of Ecology, making presentations at these meetings as needed.
3. Prepare the environmental checklist.
4. Provide the following in electronic format: the preliminary draft of the Plan update, the final draft of the Plan update, and the adopted approved Plan update.

SECTION 2

RESPONSIBILITIES

- 2.1 CONSULTANT Responsibilities. The selected CONSULTANT shall be responsible for all services outlined in the proposal whether the CONSULTANT or his/her representative produces them. The CONSULTANT shall be responsible for any and all contractual matters.
- 2.2 COUNTY Responsibilities. COUNTY will administer the contract and coordinate meetings as appropriate. COUNTY will make available materials cited in Section 1A.
- 2.3 Contract Payment Schedule.
- a. The billing statement must include a summary of progress made through the date of billing.
 - b. A progress report shall be submitted with each billing statement. Monthly payments will be based on the expenses incurred as summarized in each progress report. The progress report shall indicate the cost and hours of work assigned to each major work task. All billings shall be in accordance with ATTACHMENT A.
- 2.4 Project Schedule and Progress Reports
- a. The successful CONSULTANT shall begin work by attending an orientation meeting provided by COUNTY to take place approximately ten working days (10) following the execution of the contract.
 - b. Written monthly progress reports shall accompany billings submitted to COUNTY.
 - c. The CONSULTANT will make oral indications of progress when requested. Oral reports will indicate current status of the project and will be used as an early identification of problems that may hinder the project. Identified problems should be detailed in writing. All written correspondence should be directed through the Lewis County Solid Waste Manager or designee.

SECTION 3

STATEMENT OF QUALIFICATIONS RESPONSE INSTRUCTIONS

- 3.1 General Information
- a. The CONSULTANT must submit a proposal for the end results that are set forth in the SOQ. The proposal shall describe the qualifications of the CONSULTANT and provide a listing of similar projects completed in the past five years, a general response to the proposed scope of work, a listing of project team members and qualifications, and three references with contact information. Any professional staff necessary to conduct the required project scope must be available to support successful completion of the contract scope of work.

- b. Subconsultants proposed to be used by the CONSULTANT shall be listed in the proposal and shall be subject to approval of the COUNTY.
- c. The proposal shall be submitted for professional services. The proposal shall be limited to twenty (20) pages including: cover letter, title page and table of contents and include evaluation information listed in subsection 4.2 and 4.3. The font shall be ARIAL, 12 point.
- d. Pages shall be doubled-sided, each side is considered one page. Pages shall have a minimum of one-inch side and top margins.

Direct the submittals to:

Teri Lopez
Lewis County Solid Waste Administrative Assistant
PO Box 180
1411 S. Tower Avenue
Centralia, WA 98531
swu@lewiscountywa.gov

3.2 Closing Date for Submittal of Statements

- a. Five copies of the statement must be received not later than 3:00 p.m. local time, December 2, 2022.
- b. The proposal may require 30 days for evaluation. The COUNTY may request the CONSULTANT to make an oral presentation to the selection committee in support of the proposal.

3.3 Right of Award or Rejection

The proposal shall specifically stipulate all terms and conditions contained in the SOQ. It is understood that all proposals will become a part of the public file on this matter without obligation to the COUNTY. COUNTY reserves the right to reject any or all proposals.

3.4 Costs

COUNTY is not liable for any costs incurred by the CONSULTANT in the preparation or presentation of the statement of qualifications.

3.5 State Business Licenses

Provide a copy of the current business license.

3.6 Inquiries

Questions that arise during preparation of the proposal shall be handled by:

Teri Lopez
360-740-3358
swu@lewiscountywa.gov

Questions should be turned in by November 10, 2022. A question list will be developed (for all interested responders) and all questions will be answered and circulated to all requesting respondents by November 18, 2022.

3.7 Protest of Contract Award

Protests concerning the consultant selection process must be delivered in writing to the COUNTY Director of Public Works within fourteen (14) days of the award announcement. The Director will review the protest, contact all parties involved, and recommend the appropriate action to the Lewis County Board of Commissioners. The Commissioner's decision will be the final COUNTY position. The final decision will be presented to all interested parties within 45 calendar days of receipt of the protest.

**SECTION 4
PROPOSAL EVALUATION**

4.1 General Information

- a. COUNTY will award the contract to the most qualified Consultant.
- b. A selection committee will be appointed to evaluate the statements received. The committee will evaluate each of the criteria listed in subsection 4.3 and 4.4 for the purpose of ranking proposals.

4.2 Proposal Evaluation

A review panel will evaluate each proposal using a set of review criteria. The review panel will meet to finalize their selection ranking, and determine if consultant interviews are required. If interviews are desired, the panel will either serve or appoint an interview selection committee. Selection will be based on consensus amongst the selection committee.

4.3 Review Criteria

EVALUATION CRITERIA	WEIGHT
Qualifications and experience of personnel assigned to project	15 points
Evaluation and comment on the proposed scope of work	25 points
Recently completed similar projects	15 points
Past performance/references	20 points
General evaluation of the submitted proposal in meeting proposal objectives	25 points

4.4 Criteria Explanation

- a. Qualifications and experience of personnel assigned to project, including subconsultants, on projects with other government agencies within the last five years including:
 - Extent of principal and project manager involvement
 - Qualifications and relevant individual experience
 - The team’s expertise in relation to all phases of the project
 - Project managers’ experience with project requirements
 - Approximate number of people to be assigned to the project
 - Quality assurance review responsibility
 - A stipulation that key personnel will not be removed from the contract without prior approval of Lewis County

- b. Evaluation and Comment on the Proposed Scope of Work
 - Data collection process and analysis
 - Public participation process
 - Suggested scope revisions

- c. Similar Projects Completed in the Past Five Years
 - Solid Waste planning
 - Waste reduction/recycling program design
 - Hazardous waste program planning
 - Solid Waste disposal facility needs assessments
 - Similar environmentally sensitive projects
- d. Past Performance/References
 - List contact person, agency, phone number, address, and project. Describe any specific problems that were encountered, and explain the methodology and action (include requirements and software) to resolve the problems.
- e. General Evaluation of the Submitted Proposal in Meeting Proposal Objectives
 - Is the proposal clear and concise?
 - What is the probable ease and ability of the consultant to coordinate with project and County staff?
 - How likely is the consultant to work effectively with the SWAC and public?
 - What is the firm's experience with Lewis County?

4.5 Selection

- a. The evaluation of proposals is anticipated to take approximately fifteen (15) working days.

4.6 Schedule

Task	Desired Timeline
Proposal Due	December 2, 2022
Proposal Review	December 9, 2022
Short-listed Consultant Interviews	Dec. 12-16, 2022
Contract Negotiations	January 6, 2023
Contract Award by BOCC	TBD

4.7 Project Contact: Rocky Lyon, 360-740-1403.

4.9 Proposals must be received no later than 3:00 p.m. local time, December 2, 2022.