

Request for Proposals

For development of a

Solid Waste Management Plan



Deschutes County
Department of Solid Waste
61050 S.E. 27th Street
Bend, Oregon 97702

Issue Date: May 24, 2017

Response Due Date: 4:00 pm Pacific Daylight Time on June 23, 2017

I. **INTRODUCTION**

The Deschutes County Department of Solid Waste is seeking proposals from qualified proposers for the development of a Solid Waste Management Plan. The primary purpose of the plan will be to assist the County in determining the future disposal method(s) to be used after the current landfill serving the County has reached the end of its useful life. All aspects of the solid waste system (disposal, collection, recycling, and transfer) will be examined and evaluated for efficiency and compatibility with the other components of the system

II. **CONTACT PERSON**

Timm Schimke, Director

Phone: 541 317-3177

Email: timmschimke@deschutes.org

All questions should be directed to Mr. Schimke

III. **SCHEDULE**

RFP issue date: May 24, 2017

Deadline for questions or clarifications: June 15, 2017

Proposals due: June 23, 2017

IV. **SUBMITTAL REQUIREMENTS**

Firms must submit six (6) hard copies of the proposal in a sealed envelope or package.

Proposals must be received by 4:00 p.m. on Friday June 23, 2017. Proposals are limited to twenty pages of written material (not including biographies which may be included in an appendix). NOTE: All proposals submitted in response to this RFP shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. Be advised that proposals submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist public disclosure of properly identified portions of the proposals.

IMPORTANT: Prospective Proposers downloading/accessing the website-posted Request for Proposals and other bid documents MUST complete and submit the Contact Information Form provided on the website, or contact the Department of Solid Waste by telephone (541-317-3163) and provide contact information. Only those prospective Proposers notifying the Department of Solid Waste by registering via the project website or contacting the Department of Solid Waste will receive follow-up documents (addenda, clarifications, etc). Failure to register via the project website or contact the Solid Waste Department to provide prospective Proposer information will result in Proposer disqualification.

Envelopes or packages must be addressed as follows:

Deschutes County Department of Solid Waste, SWMP
Attention: Timm Schimke, Director
61050 SE 27th Street
Bend, OR 97702

V. **BACKGROUND**

Deschutes County is a political subdivision of the State of Oregon located in central part of the state. It has a population of about 175,000 people. There are 4 incorporated cities in the county. Bend, the largest city has over 83,000 people, Redmond has a population of over 28,000, Sisters has a population over 2,400, and La Pine with a population of about 1,700. Solid waste generated in Deschutes County is disposed at Knott Landfill located in Bend, Oregon. The landfill has been in operation since 1972, and is expected to reach final capacity in 2029. Approximately 161,000 tons of municipal and non-municipal solid waste was accepted at the landfill in 2016. While we experienced a 40% reduction in annual waste flows into the landfill through the economic downturn (2007 – 2011) robust growth in waste flows has returned and we have experienced 11% growth in tons disposed in each of the last 2 years.

Wastes generated in the other incorporated communities in the County outside of the Bend area (Redmond, Sisters and La Pine) as well as unincorporated rural areas of the county are served by 4 rural transfer stations. Waste collected at these transfer stations account for about 25% of the waste disposed at Knott Landfill. The rural transfer stations are an open air design in a Z-wall configuration where the general public as well as franchised collection companies top load into trailers. The largest of these transfer station located near Redmond, Oregon is believed to be operating at capacity and accounts for over half of all waste generated through the transfer system.

Prior to 2006, all vehicles disposed of waste directly at the working face at Knott landfill. New receiving facilities were constructed adjacent to the landfill in 2006 including a compost area, recycling facilities, household hazardous waste facility, new administration office and a 30,000 square foot transfer station. These facilities allowed further development of landfill cells, improved safety for customers, and are intended to provide receiving facilities for transport to the new disposal option long after Knott Landfill closes.

Curbside collection in the County is provided through private companies operating under franchise ordinances. The County franchises collection in unincorporated areas and each of the incorporated cities has its own franchise ordinance although all ordinances are very similar. The County is divided into four (4) geographically defined areas with one franchised company having exclusive rights to serve the area assigned to it. The local government dictates a minimum level of service to be provided, and establishes a maximum rate that can be charged for the service.

Self-haul by citizens is allowed. Redmond and Sisters have mandatory collection service within their city limits.

Recycling education and promotion is provided by the franchised collectors as well as through the efforts of The Environmental Center, a local non-profit organization which receives a grant from Deschutes County to assist the local governments in meeting state requirements to provide the opportunity to recycle to citizens. Franchised company education and promotion efforts are primarily through newsletters providing information to customers. The Environmental Center conducts programs in youth education, waste prevention, and community outreach. Oregon Department of Environmental Quality reports Deschutes County's diversion rate at about 36%. Deschutes County has a diversion rate goal of 45%. Diversion is 100% reliant on source separation by the waste generators. There are minimal efforts to recover materials that are delivered for disposal.

VI. PROPOSED SCOPE OF WORK

The purpose of the work described herein is to provide Deschutes County with an analysis of available disposal options/technologies and to recommend a preferred option and/or technology, or combination thereof to meet the County's needs in the future. In addition, the other components of the solid waste system should be reviewed, and changes to those components should be identified with the intent of having those components integrated as efficiently and effectively as possible with the preferred disposal option(s). The successful proposer may recommend a different approach to the project than outlined below, therefore, a final scope of work, schedule and budget will be developed with the successful proposer.

The work may include arranging and leading tours of facilities that use new or emerging waste management technologies, but will not include facility siting, or detailed facility designs. The County intends to convene a stakeholder group consisting of representatives from the franchised collectors in the county, the recycling community and representatives from each incorporated city as well as private individuals from the community. The Contractor will be expected to assist the County with stakeholder meetings and other public outreach efforts to better understand the citizens' interests. The County is interested in the following approach but is open to other approaches or additional tasks to accomplish the purpose.

Task 1: Disposal

Identify available disposal options including but not limited to a) construction of a new landfill in Deschutes County or Central Oregon, b) contract for transportation and disposal services with an existing landfill, c) incorporate new conversion technology to recover energy from the waste stream or portion of the waste stream. Analysis should include economic impacts, environmental impacts and/or other criteria which will assist in an informed decision regarding future disposal. Analysis should also include required or beneficial modifications or changes to other components of the solid waste system for each disposal option, and how those modifications or changes affect the criteria being used. This task should include a process to

gain input from stakeholders and the general public which will be included in the analysis.

It is anticipated that this task will result in a detailed report of the options and analysis conducted which will be a basis for the Board of County Commissioners' decision on a future disposal method.

Task 2: Transfer

The transfer system in the County should be reviewed for efficiency and effectiveness. Focus should be on any changes or modifications that would be desirable based on the new disposal options identified in task one. In addition, Negus Transfer Station in Redmond is believed to be operating at capacity, and will need improvements regardless of its current suitability for integration with the new disposal option. The County is interested in developing a master plan for the site to identify improvements including preliminary design and site layout, recommended timelines for improvements and budgetary cost estimates for improvements.

Task 3: Collection

Deschutes County recognizes that County jurisdiction and control over the franchised collection system is limited to unincorporated areas of the county, however we would like to see the general approach to collection assessed for efficiency and effectiveness considering potential changes in disposal.

Task 4: Recycling/Diversion

Deschutes County relies on source separation to realize the current diversion rate. Citizens deposit materials at the curb, disposal sites or recycling depots. Recyclables are collected in a dual stream system with glass handled separately. Co-mingled materials are shipped to material recovery facilities located over 100 miles away to have the commodities separated and marketed. Deschutes County would like to meet and exceed its designated diversion goals and seeks an assessment of the system and recommendations to achieve that goal.

Task 5: Landfill Gas to Energy

Despite the relatively small size of Knott Landfill and the arid climate of the region, a number of developers have expressed interest in installing a landfill gas to energy project at the landfill. An attempt to implement a project with a developer was attempted, but the developer was unable to secure financing in a timely manner and the contract was terminated. Deschutes County continues to be open to the possibility of a landfill gas to energy project; however we feel any approach should be considered along with future disposal to take advantage of any benefits or synergies that may be realized from a joint approach. This task should include an assessment of these factors and a review of established and new approaches to establishing a beneficial use of our landfill gas.

VII. **DOCUMENT DELIVERABLES**

The County envisions 3 separate documents for the project.

- Task 1 will be a stand-alone document that will be used to assist the Board of County Commissioners to make a decision regarding future solid waste disposal in Deschutes County.
- The master plan for Negus Transfer Station referenced in task 2 should be a separate document.
- The all-encompassing Solid Waste Management Plan will include the information of tasks 1 through 5 including the County's decision regarding disposal.

VIII. **PROPOSAL FORMAT AND CONTENT**

Proposal must contain the following information:

a. Cover Letter.

Provide name and address of the proposer and project contact person with address, telephone number, and email address. Acknowledge receipt of any addenda if applicable. Briefly summarize your understanding of the project scope and services being required. Provide a summary of the benefits you believe the County would receive from selecting you.

The cover letter must be signed by a duly authorized official of the proposer. Consortiums, joint ventures, or teams submitting proposals must establish that contractual responsibility rests solely with one company or one legal entity.

b. Project Team Experience and Qualifications.

Prepare an organizational chart showing your team. Provide resumes or listing of information for each person assigned to this project. State the years of experience, length of employment with proposer, and experience providing solid waste management related services. For each person, list specific responsibilities, experience with similar counties of similar size and type, and current work assignments and availability.

c. References.

Provide a list with contact information of agencies that have requested your services to provide Solid Waste Management Planning Services.

d. Experiences.

Each proposer shall supply recent examples of similar projects in other solid waste systems the proposer has been involved with. Include related past projects completed along with discussion comparing similarities with this proposed project.

- e. Understanding of Project.
Provide in detail your understanding of what the project entails.
- f. Approach to the Scope of Work.
Discuss how you will accomplish the scope of work. Include details of how and when you will interact with staff, the process to develop the SWMP and how you plan to complete each task.
- g. Project Schedule.
Provide your schedule for performing the work, including major milestones and deliverables.

VIII. REVIEW AND SELECTION

An evaluation team consisting of County staff and members of the stakeholders group will determine the best proposal deemed most qualified based on the below criteria. The evaluation team will rely on the qualitative information contained and presented in the proposals and reference checks in making the decision to select the most qualified proposer for further consideration to provide services for the County. Selection criteria will be based on:

- Experience, Capabilities and Resources of the Proposer. **25 points.**
Proposals will be scored on the capabilities of the proposer including the degree that the proposer demonstrates an understanding of County objectives and the ability to meet these objectives. Includes available resources to perform the work, availability of key staff to the Bend area and ability to provide on-site responses to issues during development of the plan.
- Experience of project team members. **25 points.**
Project team experience and demonstrated knowledge and experience with similar assignments; past experience working with integrated solid waste systems; a satisfactory record of performance.
- Approach to the scope of work. **25 points**
Understanding of the project, proposed approach, methodology and ability of the proposer to create a SWMP that meets the needs of the County and complete each task in an effective and efficient manner. Project team's organization, chain of command, and ability to develop fact sheets, presentation materials, and memos during plan development.
- Schedule. **10 points**
Reasonableness and ability to complete the project during the proposed timeframe.
- Reasonableness of the Cost Proposal. **15 points**

Upon review of the proposals the proposals will be ranked. The highest ranking proposal may be invited in for an interview or start negotiations with the County. If an agreement cannot or is not reached with the highest ranked proposer, we reserve the ability to consider the second ranked proposal. The same process may be repeated with the other ranked proposals if no such

agreement is reached. The County reserves the right to not select any proposal associated with this RFP process.

The County expects to make a selection based on the written proposals. However, Proposers determined to be reasonably acceptable for award **may** be required to provide an on-site presentation of the proposed solution for the evaluation committee. If presentations are needed the County will schedule a date, time, and location for each of the proposers if necessary. Proposers will be responsible for all costs associated with providing the presentation.

The County reserves the right to reject any proposal determined to be nonresponsive and to reject any proposal determined to be nonresponsive. The County also reserves the right to refrain from making an award if it determines it to be in its best interest.

IX. AGREEMENT

If the County proceeds with a contract, the selected proposer shall be required to enter into a formal agreement for the subject services and to provide insurance certificates and other information as required by the County. The County's Services Contract will form the basis of the contract between the proposer and the County. Unconditional refusal to accept the contract provisions proposed in the County's Services Contract without offering reasonable alternatives that do not substantially impair the County's rights under the contract may result in disqualification. Unless indicated otherwise, submission of a proposal indicates that the proposer is willing to enter into a contract with the County substantially incorporating the terms of the County's Services Contract. A copy of the County's Services Contract is attached.