

**Franklin County Public Works
Request for Qualifications
Solid Waste Comprehensive Management Plan Update**

The Franklin County Public Works Department would like an update to the Franklin County Integrated Solid Waste Management Plan as per RCW 70.95.110 indicating plans shall be maintained in a current condition and reviewed and revised periodically.

The Franklin County Public Works Department is requesting statements of qualification from firms interested in providing these professional services.

I. DESCRIPTION

The Franklin County Public Works Department adopted the Franklin County Integrated Solid Waste Management Plan in April of 2010. Selected firm will review and/or revise this Plan with current information and incorporate changes made within the County while taking into consideration updated State planning guidelines and regulatory changes, such as Washington Administrative Code 173-350 and 173-351 and Revised Code of Washington (RCW) 70.95 and 70.105. Selected firm will follow the Washington State Department of Ecology “*Guidelines for Development of Local Comprehensive Solid Waste Management Plans and Plan Revisions*” (Publication No 10-07-005) <https://fortress.wa.gov/ecy/publications/summarypages/1007005.html>

Primary tasks are as follows:

- Review existing information and gather recent information.
- Update the Plan.
- Complete WUTC Cost Assessment Questionnaire.
- Complete SEPA checklist required by Ecology.
- Meet with County staff, Solid Waste Advisory Committee (SWAC), Franklin County Board of Commissioners, and other stakeholders.
- Create and implement Inter-local agreement(s) between Franklin County and associated cities.

II. SCOPE OF WORK

Task 1 – Project Management. The purpose of this task is to monitor, control and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

Task 2 – Plan Update. Prepare an updated Plan for the County.

Task 3 – Washington Utilities and Transportation Commission Cost Assessment Questionnaire. By state law (RCW 70.95.090) solid waste management plans are

required to include: “an assessment of the plan’s impact on the costs of solid waste collection. The assessment shall be prepared in conformation with guidelines established by the Utilities and Transportation Commissioner (WUTC or Commission). The Commission shall cooperate with the Washington State association of counties and the association of Washington cities in establishing such guidelines.”

Task 4 – SEPA Checklist. Complete SEPA checklist required by Ecology.

Task 5 – Inter-Local Agreements. Create and implement Inter-local agreement(s) implementing the Plan within all municipalities within Franklin County.

Task 6 – Meetings. Be available to meet with the Board of County Commissioners for Franklin County, the Solid Waste Advisory Committee (SWAC) for Franklin County, and associated cities upon request.

Deliverables

Task 1

- Monthly progress reports and invoices.

Task 2

- Kickoff meeting minutes.
- SWAC presentation.
- SWAC meeting minutes.
- Draft and final versions of the complete Plan

Task 3

- Draft WUTC Cost Assessment Questionnaire in electronic format delivered via email.
- Final WUTC Cost Assessment Questionnaire in electronic format delivered via email and also to be attached to the Plan as an appendix

Task 4

- Draft SEPA Checklist in electronic format delivered via email.
- Final SEPA Checklist in electronic format delivered via email and also to be attached to the Plan as an appendix. .

Task 5

- Final Inter-Local Agreements

Task 6

- Be available to meet with requesting boards or municipalities.

III. PREPARATION OF PROPOSAL

General

The proposal shall be in the format described below and each page shall be identified with the project name, proposer's name, and page number.

Format

- The proposal shall be in PDF, formatted to print on 8 ½" x 11" paper, bound on the long side.
- All text shall be Arial, 12-point font or larger and shall be clear of any binding when printed.
- The proposal narrative, when printed, shall not exceed ten (10) double-sided, or twenty (20) single-sided, pages, including resumes.

Cover Letter

The proposal may include a cover letter (formatted as above), not exceeding two (2) pages in length when printed, which summarizes the key points in the proposal. The cover letter is not credited towards the page count allowed for in the proposal. If there is any information, data, process, or other material in the proposal that is confidential or proprietary, the proposer shall identify that material with specificity as to the page and paragraph and on what basis it believes the material is proprietary or confidential.

Demonstrated Experience

The qualifications shall list previous work experience that describes and demonstrates that the firm and team members have recent experience in solid waste management and plan implementation. At a minimum, the following information should be included, as appropriate, with respect to the scope of work:

1. Key personnel: Identify each of the following, along with the roll that they are proposed to fulfil. Additional information may be required, per parentheses:
 - a. Principal overseeing the project (past relevant experience)
 - b. Designated project manager (past relevant experience, delineation of responsibilities and level of authority within the firm)
 - c. Key day-to-day personnel assigned to project (expertise, past relevant experience, level of anticipated contact with County personnel)
2. Indicate the percentage of anticipated concurrent work will be based in the Franklin County region. Also indicate which members of the project team will be local.
3. List sub-consultants and their experience, if sub-consultants are proposed to be utilized.
4. State your firm's demonstrated expertise relating to the scope of work and projects through which this expertise was gained. Include dates for each project listed.

5. Your firm is invited to describe any particular aspects of its organization or qualification that, by way of background, experience, unique qualifications, or other basis, sets this company (team, etc.) apart from the competition in its ability to accomplish this particular scope of work.

Franklin County Public Works will form a selection committee to review and rank each submittal and **may** interview the highest rated firms. The committee reserves the right to select the most qualified firm based solely on the information provided as part of this submittal.

IV. SUBMITTAL LOCATION/DEADLINE

Submittal Location

The submittal shall be submitted electronically in PDF format via e-mail to Sally McKenzie, Solid Waste Coordinator, at smckenzie@co.franklin.wa.us.

The proposal may also be on a flash drive and mailed or hand delivered to the following:

Sally McKenzie, Solid Waste Coordinator
Franklin County Public Works Department
3416 Stearman Ave
Pasco, WA 99301

Hand delivered media may be delivered to the Public Works office at the above address between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Questions regarding this proposal shall be in writing and must be directed to Sally McKenzie at the address above, by facsimile at (509) 545-21337, or via e-mail at smckenzie@co.franklin.wa.us **Please do not contact anyone else at the County with regards to this Proposal.**

Proposals Due

Submittals will be accepted by Franklin County Public Works until **4:00pm, Friday, May 26, 2017**. **No submittals will be accepted after that date and time.**

V. REQUEST FOR QUALIFICATIONS EVALUATION

Each member of the selection committee will review and rate all proposals. The selection committee as a whole **may** identify (short list) the most qualified firms and request oral presentations from those firms.

The following are the evaluation criteria. Each item will receive the weight indicated.

1. The firm's previous and most recent experience in similar projects *(25 points)*
2. Related experience and qualifications of proposed team members, particularly the project manager. *(25 points)*
3. Thorough understanding of and responsiveness to the RFQ. *(20 points)*
4. References *(5 points)*
5. Outline of the elements to be covered in the Scope of Work, project schedule for each element. *(5 points)*
6. Other areas of specific relevance to this project or particular aspects of your project team that set it apart from the competition. *(5 points)*

The committee reserves the right to select the most qualified firm based solely on the information provided as part of this submittal.

VI. DISADVANTAGED BUSINESS ENTERPRISES PARTICIPATION

Franklin County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Franklin County encourages Disadvantaged, Minority, and Women-owned consultant firms to respond.

VII. GENERAL COMMENTS

1. Any cost incurred by the respondents in preparing or submitting a proposal shall be the respondents' sole responsibility. All responses, inquiries or correspondence relating to this proposal will become the property of Franklin County.
2. This request for qualifications is for the benefit of Franklin County. The Board of Franklin County Commissioners may, at its sole discretion, reject any and all statements of qualification, and is entitled to waive all informalities in the submission of statements of qualification, when doing so is judged to be in the best interest of Franklin County.
3. Franklin County is a public entity. In accordance with the Public Records Act, Chapter 42.56 Revised Codes of Washington, materials contained within

submissions may be subject to disclosure. Any information of a proprietary nature must be clearly labeled as such, along with the corresponding legal reference conferring such status.