



# Request for Proposals

**Date:** October 30, 2017  
**Project Title:** Skagit County Solid Waste Rate Study  
**Contact:** Margo Gillaspay  
**Address:** 1800 Continental Place, Mount Vernon, WA 98273  
**Phone:** 360-416-1441  
**Email:** margog@co.skagit.wa.us  
**Submission Deadline:** November 28, 2017, 4:00 pm  
**Other Requirements:** Must be an approved contractor on the Municipal Research and Services Center (MRSC) Roster in order to Bid this project: <http://www.mrscrosters.org>

## PURPOSE

The objective of this study is to develop equitable and sustainable rate structures for municipal solid waste (MSW) and other materials that may be required for Skagit County, Washington State. Skagit County operates a main Transfer and Recycling Station as well as 2 satellite facilities that offer solid waste and recycling services to the approximately 120,000 County residents. In 2016, the Transfer Station processed over 100,000 tons of solid waste.

The Solid Waste Rate Study is expected to cover a 5 year period beginning in 2018-2019. The work of the MSW Rate Study generally consists of tasks discussed in the proposed scope of work.

## PROPOSED SCOPE OF WORK AND SCHEDULE

Skagit County Public Works is seeking proposals from qualified firms to perform the following services and to deliver the products described:

- A. Determine Revenue Requirements: The annual revenue requirements for Skagit County Solid Waste Division will be projected for the period of January 1, 2019 through December 31, 2023.
- B. Conduct Cost-of-Service Analysis
- C. Design Rates: The findings of the cost-of-service analysis shall be used together with other rate design considerations to develop rates for each class of service. The proposed rates will be compared with current rates assessed by adjacent jurisdictions.
- D. Prepare Work Product: The rate study shall be documented in 2 draft reports and 1 final report. Up to 25 copies of each report will be provided to the County. The final report will provide the basis for discussing the proposed rates at a rate hearing.
- E. Present Findings: The report will be presented at a minimum of 2 up to a maximum of 5 project meetings. The first project meeting will be with County public works staff, the second with the Solid Waste Advisory Committee (SWAC), and additional meetings will be with the Solid Waste Governance Board. The final report will be presented at a rate hearing conducted by the Board of Skagit County Commissioners.

Skagit County intends to award this to a single firm to provide the services required. The work for the MSW Rate Study generally consists of Tasks A through E discussed above. The due date for a



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completed/approved final rate study MSW shall be 180 calendar days from the time this contract is signed, with a draft report ready for presentation in 90 calendar days.

The County will furnish the selected consultant with all reasonably available records and information, including financial reports, budgets, and other pertinent data.

## QUALIFICATIONS/EXPERIENCE

- Proposers or their identified Principal/Project Manager must have a minimum of five years of experience in their particular area of expertise.
- Proposers must have experience working on solid waste projects.

## PROPOSAL CONTENTS

There are no formatting requirements for submissions, however submissions should be 20 pages or less, and 10MB or less in file size (excluding biographies, resumes, and brochures which may be included in an appendix). Electronic delivery of proposals is welcome; hard copies are not necessary.

Please include the following in your proposal:

- A. Transmittal Letter: Indicate who will be assigned to the project, who will be project manager, and that the proposal will be valid for ninety (90) days
- B. Approach/Project Work Plan: Describe how the work will be done within the given timeframe. Include a proposed work plan and schedule.
- C. Staffing/Project Manager Designation: Identify specific personnel assigned to major project tasks, their roles in relation to the work required, percent of their time on the project, and special qualifications they may bring to the project. Include resumes of individuals proposed for this project.
- D. Experience: Indicate how your firm meets the experience requirements listed in this RFP. List projects conducted over the past five years which involved services similar to the services required here. For each of these other projects include the name of a reference person, his/her title, role on the project, and telephone number. Identify persons on the proposed project team who worked on each of the other projects listed, and their respective roles.
- E. Cost/Budget: Submissions should include a cost proposal for a completed project. Provide hourly rates for personnel role and any other fees including travel expenses when necessary. Pricing should include all overhead, managerial and administrative costs. It is anticipated that the contract will be an hourly rate with a not to exceed maximum amount.
- F. Primary office location where work would be conducted along with physical address, telephone number, and email address.



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## PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall be submitted to:

Margo Gillaspay  
[margog@co.skagit.wa.us](mailto:margog@co.skagit.wa.us)  
360-416-1441  
Skagit County Public Works  
1800 Continental Place  
Mount Vernon, WA 98273

- A. **Deadline:** Proposals will not be considered if received after **4:00 pm on November 28, 2017**. There will be no “pre-bid conference” or formal “bid opening”.
- B. **Format:** Proposals may be submitted via paper copy or electronic copy (PDF format).
- C. **RFP as Basis for Proposals**  
This request for Proposals represents the most definitive statement Skagit County will make concerning the information upon which Proposals are to be based. Any verbal information which is not addressed in this RFP will not be considered by Skagit County in evaluating the Proposal. All questions relating to this RFP should be addressed to Margo Gillaspay ([margog@co.skagit.wa.us](mailto:margog@co.skagit.wa.us)). Any questions, in the opinion of Skagit County, which warrant a written reply or RFP addendum, will be furnished to all parties receiving the RFP. Skagit County will not respond to questions received after 4:00 p.m. on November 21, 2017.

## GENERAL PROPOSAL/CONTRACT CONDITIONS

- A. **Limitation and Award:** This RFP does not commit Skagit County to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Skagit County reserves the right to waive minor irregularities, accept or reject any or all proposals received as the result of this request, negotiate with all qualified sources, or to cancel all or part of this RFP.
- B. **Billing Procedures:** Proposers are informed that the billing procedures of the selected firm are subject to the review and prior approval of Skagit County before reimbursement of services can occur. Contractor’s invoices shall include the Skagit County contract number, an itemized statement of the work done during the billing period, and will not be submitted more frequently than once a month.
- C. **Validity Period and Authority:** The proposal shall be considered valid for a period of at least ninety (90) days and shall contain a statement to that effect. The proposal shall contain the name, title, address, and telephone number of an individual or individuals with authority to bind any company contacted during the period in which Skagit County is evaluating the proposal.
- D. **Conflict of Interest:** A Proposer filing a proposal thereby certifies that no officer, agent, or employee of Skagit County has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of Skagit County; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer for the same call for



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proposals; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

## EVALUATION OF PROPOSALS

- A. Evaluation Procedure: Proposals received that conform to the proposal instructions will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews may be requested prior to final selection of firm. Award will be made to the highest ranked Proposer according to the evaluation criteria. If contract negotiations are unsuccessful with the highest ranked firm, Skagit County reserves the right to enter into negotiations with the next highest ranked Proposer.
- B. Selection Criteria: The following evaluation criteria, no listed in order of significance, will be used:
1. Methodology and technical approach to the project
  2. Project consultant/staff experience
  3. Similar project experience
  4. Projected costs of proposed work plan/approach
  5. Project schedule

## ESTIMATED TIMELINE (SUBJECT TO CHANGE)

- RFP release date: October 30, 2017
- Submittals due: November 28, 2017
- Evaluate proposals: November 27-December 5, 2017
- Phone interviews: December 6-8, 2017
- Announce apparent successful vendor: December 11-15, 2017
- Contract approval: December-January 2018
- Work begins: (or as mutually agreed upon): January 2018
- Work completed: (or as mutually agreed upon): July 2018