



Request for Proposals

Date: September 3, 2025 **Update September 15, 2025**
Project Title: Skagit County Solid Waste Management Plan
Contact: Margo Gillaspy
Address: 1800 Continental Place, Mount Vernon, WA 98273
Phone: 360-416-1578
Email: margog@co.skagit.wa.us
Submission Deadline: September 30, 2025; 4:00 pm
Other Requirements: Must be an approved contractor on the Municipal Research and Services Center (MRSC) Roster to Bid this project: <http://www.mrscrosters.org>

PURPOSE

Skagit County (County) is seeking a qualified and experienced consultant to assist in the revision of the Skagit County 2018 Solid Waste Management Plan (Plan). The current Plan has been amended to include the required Contamination Reduction Outreach Plan (CROP) as of 2021. The current Plan can be found at [Skagit County Solid Waste Management Plan](#). **Updated with new correct link**

The County would also like to update the Solid Waste Management Plan to include the Hazardous Waste Management Plan. The Skagit County Moderate Risk Waste Management Plan was last updated in 1992. The MRW Management Plan can be found at [Skagit County Moderate Risk Hazardous Waste Management Plan](#).

PROJECT BACKGROUND AND DESCRIPTION

Skagit County Public Works serves as the lead planning agency for solid waste management in all incorporated and incorporated areas within Skagit County. All participating jurisdictions are represented on the County's Solid Waste Advisory Committee (SWAC), along with local agriculture, business, and solid waste companies.

Skagit County operates a main Transfer and Recycling Station as well as two (2) satellite facilities that offer solid waste and recycling services to the approximately 120,000 County residents. Recent solid waste tonnages collected at the Skagit County Recycling & Transfer Station are listed below:

2021	2022	2023	2024
125,338 tons	127,860 tons	128,237 tons	128,039 tons

All municipal solid waste collected curbside or at the satellite facilities is processed at the Skagit County Transfer and Recycling Station at 14104 Ovenell Road, Mount Vernon. Solid waste processed at the Transfer Station is loaded trucked down to the Argo Railyard in Seattle, Washington and then transported by rail to the Columbia Ridge Landfill in Arlington, Oregon. Recyclables are transported to either Skagit River Steel in Skagit County or to a regional Material Recovery Facility, depending on the material.

Other disposal locations include the Clear Lake Recycling and Transfer Station at 23202 Howey Road, Clear Lake, and the Sauk Recycling and Transfer Station at 50796 State Route 20, Concrete.



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Skagit County also owns and operates one (1) Moderate Risk Waste (MRW) Facility co-located with the Skagit County Transfer and Recycling Station at 14104 Ovenell Road, Mount Vernon. This facility is open to the public five (5) days a week and accepts Conditionally Exempt Small Quantity Generator (CESQG) waste one (1) day per month, by appointment.

In addition to daily disposal operations, the County provides public outreach and education, closed landfill oversight for multiple County-owned legacy landfills, and a litter and illegal dumping clean-up program. The Solid Waste Division operates on an approximately \$20 million budget, with most of the budget allocated to transfer station operations and transportation/disposal costs. In 2024, the County conducted a cost of services and rate study of rates and fees for the Solid Waste Division. The 2024 Solid Waste Cost of Service and Rate Study Final Report can be found at [Skagit County Solid Waste Cost of Service and Rate Study](#).

Since the publication of the 2018 Solid Waste Management Plan, significant changes and emerging issues have resulted in a system that looks slightly different than what is reflected in the Plan:

- Significant growth in population and tonnage throughout the system is putting added stress on the Transfer Station
- A new 10-year long haul transport and disposal contract was signed in 2023, with significant increases in costs
- Disruptions in the recycling market from China Green Sword and the closure of Ardagh Manufacturing in Seattle meant changes in household recycling material acceptance.
- Product Stewardship laws have been instituted for household paint, with the potential for additional future laws for other waste streams.
- Organics Management has new requirements established in HB 1799, including the addition of Contamination Reduction and Outreach Planning in SWMP.

PROPOSED SCOPE OF WORK AND SCHEDULE

The successful consultant will prepare an updated combined Comprehensive Solid and Hazardous Waste Management Plan to address current needs and State requirements. The goal of this Plan revision is to not only meet requirements of Chapters 70A.205 and 70A.300 Revised Code of Washington (RCW), but to also develop a guiding document for the system and an educational tool for citizens. Clear goals and a comprehensive picture of the system will be critical for a successful product.

It is expected that the Consultant will understand applicable legislation/law in Washington State; an understanding of the political environment related to working with other units of government and the public; proven project organization and management skills; and the ability to meet project timelines and budgetary constraints. It is further expected that the consultant be familiar with and will comply with the requirements of the recently updated Department of Ecology Guidelines for the development of local Comprehensive Solid Waste Management Plans.

The County anticipates a collaborative process for developing the plan. The selected contractor will be responsible for assisting with Skagit County SWAC facilitation and presentations, Skagit County Solid Waste System Governance Board, SEPA document preparation, Washington Utilities and Transportation Commission (WUTC) cost assessment questionnaire submission, submission to Ecology for review, and final preparation of the Plan. The County will lead discussions with SWAC and Solid Waste System



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Governance Board, presentations to the public and Board of County Commissioners, and provide timely feedback on contractor-developed Plan elements.

The County will furnish the selected consultant with all reasonably available records and information..

Skagit County intends to award this to a single firm to provide the services required.

Proposed Schedule (subject to change):

- October/November 2025: Select contractor, finalize contract, hold internal kickoff meeting
- December 2025: information/data provided to selected contractor for plan development
- December 2025/January 2026: SWAC meeting – introduction of selected contractor team
- January 2026-August 2026: Monthly SWAC meetings to review plan content and gather feedback
- September 2026: Approval to submit draft plan from SWAC and Governance Board
- October 2026: Submit Preliminary Draft Plan to the Washington State Department of Ecology
- October 2026: Public Participation (open house and public comment period)
- January 2027: Prepare responsiveness summary and make necessary revisions
- March 2027: Execute Resolutions of Adoption and submit to the Washington State Department of Ecology for final approval

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 management plans in the state of Washington.

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.



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- 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.

PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall be submitted to:

Margo Gillaspy
margog@co.skagit.wa.us
360-416-1578
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 September 30, 2025**. 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 Gillaspy (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 September 17, 2025.

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



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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 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