

Solid Waste Management Plan RFP Questions

September 18, 2025

MRW Plan Integration: The RFP indicates the 1992 Moderate Risk Waste Plan must be integrated into the updated plan. Are there any specific areas of the MRW Plan that the County would like emphasized or reevaluated (e.g., household hazardous waste collection access, CESQG services)?

County: We would like a review of what we have accomplished from the original MRW plan, and then it would be something for the SWAC to discuss what our priorities would be for the update.

Stakeholder Engagement: The scope calls for consultant support in SWAC and Governance Board meetings. Does the County expect the consultant to facilitate these meetings directly, or to prepare materials for County staff to present?

County staff will be able to present, but would require assistance from the consultant in preparing materials, slides, etc.

Will there be additional stakeholder groups (e.g., tribes, school districts, or private haulers) that the County would like us to engage with beyond SWAC and the Governance Board?

No additional groups at this time.

Public Outreach: The RFP mentions an open house. Does the County anticipate this being a single event, or would there be interest in additional formats such as virtual sessions or online surveys?

Currently, the County anticipates a single public hearing, but ultimately it would be up to the Commissioners. We would be interested in hearing about other outreach formats.

Timeline: The RFP outlines draft plan approval in September 2026 and Ecology submission in October 2026. How much time does the County anticipate needing for internal review between consultant draft delivery and County approval?

Realistically the review and approval process by the County could take 2 months depending on staff availability. The schedule given in the RFP is tentative.

Budget/Contract: The RFP specifies a not-to-exceed contract amount. Will the County require a detailed task-based budget in addition to hourly rates?

The County would like to see the project broken out by task along with hourly rates of staff expected to work on the project. We do not need to see individual hours of each staff member for each task.

Here's an example from a different contract:

Task No.	Task Description	Hours	Expenses	Cost
Task 1	Project Initiation Meeting	12		\$2,090
Task 2	Develop Rate and Financial Toolkit	6		\$1,120
Task 3	Solid Waste Data Validation and Forecasting	24		\$4,280
Task 4	Determine Revenue Requirements	38		\$7,310
Task 5	Cost-of-Service Analysis	34		\$6,830
Task 6	Rate Design	13		\$2,535
Task 7	Draft and Final Report	34		\$6,630
Task 8	Meetings and Presentations	44	\$225	\$9,205
	Totals	205	\$225	\$40,000
	Optional Task (each additional in-person mtg)		\$75	\$1,295

Can the County provide a desired budget range available for this contract?

The County anticipates spending between \$50,000 and \$100,000 for this contract.

Can you please provide us with a sample Skagit County contract/T&Cs document?

Yes, a copy of the County's standard Vendor Services Agreement has been posted on the RFP website.

The RFP states that the current Plan has been amended, as of 2021, to include the required CROP. The links provided in the County's RFP don't appear to be active, and the latest version that we were able to find on the County's website appears to have been updated in 2017, without a CROP element included. Is there a more recent SWMP version that the County can provide that does include the most recent CROP? And will updates to the County's CROP be a part of this contract?

The RFP document has been updated with active links, and the link to the 2021 plan update is included. Here is the link with the updated plan:

<https://www.skagitcounty.net/PublicWorksSolidWaste/Documents/Skagit%20County%20SWMP%20with%20CROP.pdf>

We would like the CROP to be incorporated into the Plan, and updates to the CROP will be part of the process as it is updated along with the Plan.

Does the County expect that the selected consultant will lead the Adoption process, or do they plan to lead that process (e.g., presentations to participating cities)?

The County will be able to lead the process of presenting to Cities, public, etc. There may be some requests for assistance, information, etc from the Consultant.

Does the County expect the selected consultant to conduct a waste characterization as part of this contract?

No, we (Skagit County) do not want to conduct waste characterization.

Does the cover/transmittal letter count against the 20-page limit? The RFP does not specifically exclude it, but on most other page-limited proposals that we develop and submit, it's one of the exempted components.

No, it will not count against the 20-page limit.