



REQUEST FOR QUALIFICATIONS LANDFILL SITING CONSULTANT SERVICES DESCHUTES COUNTY DEPARTMENT OF SOLID WASTE

Deschutes County Department of Solid Waste is soliciting Statements of Qualifications from consulting firms that are well qualified and experienced in the siting and permitting of municipal solid waste (MSW) disposal facilities or facilities of similar magnitude and impact. In general, the scope of services being sought includes:

- Reviewing screening efforts for potential MSW landfill sites performed to date by Deschutes County
- Refining of site screening criteria and process
- Providing technical assistance for further screening candidate sites
- Facilitating outreach to elected officials, land use authorities, advisory committee and other interested parties
- Providing public outreach and coordination
- Documentation of the site selection process
- Evaluating the State and local entitlements for land use authorization and permitting

Statements of Qualifications (one printed copy and one digital pdf copy) must be received by 4:00 p.m. Wednesday, July 7, 2021 at the Deschutes County Department of Solid Waste, 61050 S.E. 27th Street, Bend, Oregon 97702. Proposals are to be addressed to Chad Centola, Interim Director of Solid Waste. Statement of Qualifications must be submitted directly; Deschutes County will not accept electronic or facsimile transmittals. Statements of Qualifications shall be limited to 30 pages (excluding the transmittal letter).

Refer any questions to Chad Centola, Interim Director, Deschutes County Solid Waste at:

Phone: (541) 322-7172

Fax: (541) 317-3959

Email: chadc@deschutes.org

IMPORTANT: Prospective firms (hereinafter referred to as Proposers) downloading/accessing website-posted Request for Qualifications (RFQ) documents MUST complete and submit the Contact Information Form provided on the website, to receive follow-up documents (addenda, clarifications, etc). Failure to provide contact information will result in disqualification.

A. COUNTY RESERVATIONS & REQUIREMENTS

Deschutes County reserves the right to reject any response to this RFQ not in compliance with all prescribed procedures and requirements and to accept any submittal that appears to serve

the best interest of the County. Deschutes County reserves the right to waive irregularities or discrepancies in submittals if the County determines that the waiver is in the public's best interest. Deschutes County reserves the right to reject any and all submittals if it is in the public's best interest to do so.

Proposers are solely responsible for the cost of preparing their responses to this RFQ. Deschutes County is not liable to any Proposer for any loss or expense caused by or resulting from the cancellation or rejection of a solicitation, bid, quotation, proposal or award. This is not a contract offer and with this solicitation, the Proposer assumes any liability for the costs incurred in the preparation and transmittal of proposals in response to the solicitation.

This solicitation is governed by the Deschutes County Contracting Code, which is codified at DCC Chapter 2.37. Except as otherwise provided in Chapter 2.37, the Model Rules of Public Contract Procedure, OAR 137, divisions 46, 47, 48 and 49 have been adopted by reference.

All submittals in response to this RFQ become public record and will be available for inspection upon request. Proposers should identify specifically any information they deem to be proprietary, and include in the transmittal letter a request that such information not be released. Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist public disclosure of properly identified portions of submittals.

Errors and omissions in this RFQ shall be called to the attention of the Department of Solid Waste prior to the submittal due date so that appropriate addenda of clarifications may be issued, if warranted. Failure to do so on the part of the successful Proposer (hereinafter referred to as the Consultant) does not relieve him/her of responsibility for a correct and completely finished project scope. Only a written interpretation or correction by addendum shall be binding.

B. BACKGROUND

Knott Landfill is a 135-acre MSW landfill owned and operated by Deschutes County and is permitted by the Oregon Department of Environmental Quality under Solid Waste Disposal Permit No. 6. The facility has been in continuous operation since 1972 and accepts MSW, industrial waste and construction/demolition debris. It is anticipated that Knott Landfill will reach capacity in 2029.

In 2019, Deschutes County completed an updated Solid Waste Management Plan which includes an analysis of future disposal options for the management of the County's solid waste when Knott Landfill reaches capacity. That analysis recommends that a new MSW landfill be sited within Deschutes County. The County's Solid Waste Management Plan can be viewed at <https://www.deschutes.org/solidwaste/page/solid-waste-management-plan>.

To date, Deschutes County has been working to identify potential landfill sites and develop a scoring system to screen, rate and rank potential sites. The County is seeking the services of a

well-qualified and experienced firm to provide assistance in refining and implementing the landfill siting process, presenting the process to the community and elected officials and evaluating the State and local entitlements required for project implementation.

C. ANTICIPATED SCOPE OF WORK

The primary objective of the project is to select a suitable MSW landfill site through a process that is both comprehensive and defensible. The site selection process and ultimately, selected site must be acceptable to the County's Solid Waste Advisory Committee (SWAC), the general citizenry of Deschutes County and the Board of County Commissioners (BOCC).

It is anticipated that the work will entail, at a minimum, the following primary tasks:

1. Review and enhancement of site selection work performed to date by Deschutes County, including, but not limited to assessment of:
 - a. Scoring, weighting and evaluation criteria
 - b. Acreage required for the landfill footprint and buffer zone
 - c. Accessibility and transportation factors
 - d. Environmental factors and considerations
 - e. Impacts to neighbors and surrounding property owners
2. Refinement of the overall site selection process.
3. Implementation of the refined site selection process with the goal of identifying a short list and ultimately a single site for a future MSW landfill in Deschutes County.
4. Providing site selection process facilitation including:
 - a. Development of a project schedule
 - b. Identification of milestones
 - c. Coordinating and implementation of meetings with County siting team, SWAC, land use authority, BOCC.
5. Providing public communication, outreach and meeting coordination
6. Provide a comprehensive review and summary of the State and local entitlements required for procuring land use authorization and facility permits for a MSW landfill.
7. Documentation of meetings and the overall screening and selection process

D. SUBMITTAL OF STATEMENT OF QUALIFICATIONS

Statements of Qualifications (one printed copy and one digital pdf copy) must be received by 4:00 p.m. Wednesday, July 7, 2021 at the Deschutes County Department of Solid Waste, 61050 S.E. 27th Street, Bend, Oregon 97702. Proposals are to be addressed to Chad Centola, Interim Director, Deschutes County Solid Waste. Statement of Qualifications must be submitted

directly; Deschutes County will not accept electronic or facsimile transmittals. Statements of Qualifications shall be limited to 30 pages (excluding the transmittal letter).

Submitted Statements of Qualifications shall, at a minimum, address each of the following listed items and any provide additional materials that demonstrate the Proposer's experience and capabilities related to the specified services sought:

1. A transmittal letter briefly summarizing the Statement of Qualifications and providing contact information including name, title, mailing address, phone and fax numbers and e-mail address for the lead individual representing the Proposer.
2. A description of the Proposer capabilities, experience, and resources and the location of the office through which the project will be implemented. Attention should be given to experience in:
 - a. Siting and permitting of major solid waste facilities or projects of similar magnitude and impact.
 - b. Work performed within the State of Oregon involving State and local entitlements for land use and permitting.
 - c. Working with and facilitating meetings with elected officials, advisory committees, land use authorities and local citizenry.
3. A discussion of the Proposer's project team, including resumes detailing the background and experience of key team members and the location of key team member and workgroup offices. Discussion should also include identification of their roles and involvement with the project.
4. A list and description of projects of a nature similar to the scope of this project that the Proposer has been involved in in the past 5 years. Emphasis should be on major solid waste management facilities or projects of a similar nature that involve comparable magnitude and impact.

E. EVALUATION PROCESS FOR STATEMENT OF QUALIFICATIONS

Submittals will be reviewed and evaluated by a multi-disciplinary committee of Deschutes County staff. At the County's option, Proposers may be asked to provide a presentation to the evaluation committee. Proposers are not permitted to lobby County staff or selection committee members prior to the final selection. The County will evaluate Proposers' Statements of Qualifications based on the following criteria:

1. Experience, capabilities and resources of the proposing firm in solid waste facility site screening, selection and siting and projects of similar magnitude and impact.
2. Experience and qualifications of the individuals and subconsultants to be assigned to the project and performing the work.

3. Experience on similar projects involving entitlements, document and application preparation, evaluation and implementation under State of Oregon land use laws, local land use codes, and regulatory authorities.
4. Experience providing formal presentations at meetings with elected officials, at public hearings and at public information/outreach meetings.
5. Experience working with elected officials, citizen advisory committees and the community in outreach and consensus building
6. Demonstrated understanding of the Scope of Work.
7. Quality of the Statement of Qualifications demonstrating strong analytical and written communication skills.

F. AWARD OF CONTRACT

Contingent on the County's evaluation of submitted Statements of Qualifications, the County may elect to request formal proposals from one or more Proposers, with the intent of awarding a contract for implementation of the project. Preliminarily, proposals may include the following elements:

1. A detailed Scope of Work identifying major tasks, milestone goals, list of anticipated deliverables.
2. A detailed description of the Proposer's methodology and approach to the Scope of Work, individual tasks and overall management of the project including, but not limited to:
 - a. Tasks and subtasks to be performed
 - b. Tentative allocation of person hours anticipated for each task
 - c. Tentative schedule for completion of tasks, major milestones and submittal of deliverables.
3. A plan for facilitating outreach and communications with Deschutes County staff and elected officials, land use authorities, and the public as to project progress, site evaluations, etc. This element will also include conducting public meetings and responding to inquiries from the public.
4. Identification of project team members, their roles and responsibilities.
5. A discussion of data and information that the proposer anticipates being provided by Deschutes County for execution of the scope of services.

6. A cost proposal, organized by task, that includes billing rates for various individuals assigned to the project as well as estimated hours required for those individuals to complete tasks and the project. Other billable costs for each task shall also be identified and included.

7. A copy of the proposing firm's list of standard billing rates for the services anticipated including senior management and principals, engineering, technical and clerical staff, billable expenses and other appropriate expenses.