



## **REQUEST FOR PROPOSALS LANDFILL SITING CONSULTANT SERVICES - PHASE 2 ADDENDUM DESCHUTES COUNTY DEPARTMENT OF SOLID WASTE**

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Deschutes County Department of Solid Waste is soliciting proposals to provide consultant services for assistance in the final site evaluation of a potential landfill site under consideration in Deschutes County, Oregon. In general, the scope of services being sought includes:

1. Providing conceptual master plan and conduct preliminary engineering.
2. Developing a comprehensive analysis of capital and operations costs.
3. Conducting complete assessments of various environmental, geologic, cultural, and infrastructure conditions and needs.
4. Providing public outreach and coordination.

Proposals shall be limited to no more than 30 pages in length (excluding resumes of key staff) and may include 11"x17" sheets as appropriate for items such as schedules and spreadsheets. Proposals must be received by October 3, 2025 by 4pm and are to be submitted using one of the following formats:

**Format 1:** Direct submittal of one printed copy and one digital pdf copy addressed to:

Tim Brownell, Director of Solid Waste  
Deschutes County Department of Solid Waste  
61050 S.E. 27<sup>th</sup> Street  
Bend, Oregon 97702

Proposals submitted directly shall be in a sealed envelope or box and labelled with the project name ("Landfill Siting Consultant Services – Phase 2 Addendum") and the proposer's name.

**Format 2:** Email submittal of a digital pdf copy addressed to [tim.brownell@deschutes.org](mailto:tim.brownell@deschutes.org).

Email should include the project name, "Landfill Siting Consultant Services – Phase 2 Addendum" in the subject line.

NOTE: Deschutes County assumes no responsibility for email submittals that are late due to internet outages or other technology problems.

Questions regarding this RFP shall be submitted no later than 4pm October 3, 2025 and directed to Tim Brownell, Director of Solid Waste at:

Phone: (541) 317-3177

Fax: (541) 317-3959

Email: [tim.brownell@deschutes.org](mailto:tim.brownell@deschutes.org)

**IMPORTANT:** Prospective proposers downloading/accessing website-posted solicitation documents, including this Request for Proposals and other related documents MUST complete and submit the Contact Information Form provided on the County's Bids/RFPs website ([www.deschutes.org/rfps](http://www.deschutes.org/rfps)), to receive follow-up documents (addenda, response to questions, clarifications, etc.). Failure to provide contact information will result in proposer disqualification.

#### **A. COUNTY RESERVATIONS & REQUIREMENTS**

Award and execution of an agreement for this project is contingent on the Deschutes County Board of County Commissioner's (BOCC) approval of the final solid waste management facility site selection and the approval of funding by the BOCC for the Landfill Siting Consultant Services – Phase 2 Addendum as part of the Deschutes County fiscal year 2025/26 budget.

Notwithstanding any provision of this Request for Proposals or resultant contract to the contrary, in the event insufficient funds are appropriated for the project or County has no other lawfully available funds, then the County may terminate any resultant agreements and contracts at the end of its then-current fiscal year, with no further liability or penalty. The County shall deliver written notice to the contractor of such termination no later than thirty (30) days from the determination by the County of the event of non-appropriation.

Deschutes County reserves the right to reject any or all responses to this Request for Proposals for any lawful reason or for no reason. No proposals will be considered that fail to contain the required information. There will be no changes to the content of this Request for Proposals except by written notification to the proposers who respond in accordance with the criteria herein. Deschutes County reserves the right to reject any response to this Request for Proposals not in compliance with all prescribed procedures and requirements and to accept any submittal and negotiate a final contract that is in 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 or to cancel this Request for Proposals if it is in the public's best interest to do so, as determined by Deschutes County.

Proposers are solely responsible for the cost of preparing their responses to this Request for Proposals. 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.

Proposals must remain valid for at least 60 days.

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.

The successful proposer's attention is directed to the provisions of Oregon Revised Statutes, Chapter 659, prohibiting discrimination in employment.

All submittals in response to this Request for Proposals become public record and will be available for inspection upon request. Proposers should specifically identify 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.

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the Request for Proposals, the decision of Deschutes County shall be final and binding upon all parties.

Deschutes County or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

Errors and omissions in this Request for Proposals 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 selected Proposer does not relieve him/her of responsibility for a correct and completely finished project scope. Statements made by Deschutes County representatives concerning this proposal are not binding upon the County unless confirmed in writing by a duly authorized employee/official. Only a written interpretation or correction by addendum shall be binding.

## **B. AGREEMENT**

The selected Proposer shall be required to enter into a formal agreement for the subject services and to provide insurance certificates and other information required by the County. The County's Services Contract will form the basis of the contract between the County and the selected Proposer. A copy of the County's Services Contract is included with this Request for Proposals.

Unconditional refusal to accept the contract provisions proposed in the County's Services Contract without offering reasonable alternatives that do not substantially impair the County's rights under the contract may result in disqualification. Unless indicated otherwise, submission of a proposal indicates that the Proposer is willing to enter into a contract with the County substantially incorporating the terms of the County's Services Contract.

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, sublet, contracted, or transferred by the Contractor without the express written consent of Deschutes County. The granting or withholding of such consent shall be at the County's sole discretion.

### **C. INSURANCE REQUIREMENTS**

In conjunction with all services performed under this project, the selected Proposer shall furnish proof of the types and amounts of insurance indicated in Exhibit 2 of County's Services Contract. The County reserves the right to require completed, certified copies of all required insurance policies, at any time.

### **D. CONDITIONS OF WORK**

Proposers are required, prior to submission of proposal, to carefully examine the requirements of this Request for Proposals, the conditions for the contemplated work and the level of effort required to complete the scope of work.

Each Proposer must inform themselves of the conditions relating to the execution of the work and make themselves thoroughly familiar with all contract documents. Failure to do so will not relieve the selected Proposer of their obligations to enter into a contract and complete the contemplated work in strict accordance with the contract documents.

Each Proposer must inform themselves on and comply with all laws and statutes, including Federal, State and local, relative to the regular execution of the work, the employment of labor, worker health and safety, protection of public health, access to the work and similar requirements.

### **E. 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 2030.

In 2019, Deschutes County completed an updated Solid Waste Management Plan (SWMP) which includes an analysis of future disposal options for the management of the County's solid waste once Knott Landfill reaches capacity. The Deschutes County Board of County Commissioners (BOCC) approved and adopted the SWMP in 2019, including the recommendation that a new MSW landfill be sited within Deschutes County. The County's Solid Waste Management Plan can be viewed at the County's Bids/RFPs website ([www.deschutes.org/rfps](http://www.deschutes.org/rfps)).

In 2021, Deschutes County retained the services of Parametrix, Inc. to provide technical assistance in developing and facilitating a screening process for determining and recommending a new MSW landfill site in Deschutes County to the BOCC. Over the past three years, the County and Parametrix have been working with the County's Solid Waste Advisory Committee (SWAC) through a number of phases of work to facilitate the site screening process including the following major tasks:

- Coordinating and facilitating SWAC meetings
- Development and implementation of a site screening process
- Development and implementation of a public outreach program
- Meetings with local and State regulatory agencies, special interest environmental groups and other stakeholders
- Conducting preliminary site characterization studies on a short list of candidate sites

- Developing a final site evaluation summary report on short listed sites to assist the SWAC in developing a recommendation for a final site to bring to the BOCC

In April, 2024, the SWAC made a recommendation to the BOCC for a single site, Moon Pit, for development as Deschutes County's next landfill site (hereinafter referred to as the SWMF Site). In February 2025 County staff determined that negotiations for an agreement to purchase the Moon Pit were at impasse and in March the BOCC authorized the reconvening of the SWAC to review additional sites for further consideration. The SWAC met monthly from May – August, 2025 at which time they recommended staff to conduct a Final Site Evaluation of one additional site know as the Horse Ridge Site. The Horse Ridge Site is located 10.5 Southeast of Knott Landfill off of Horse Ridge Frontage Road. It is comprised of three currently permitted aggregate mining sites and a County owned parcel covering approximately 400 acres

Documents that have been developed to date on the site screening process and site characterizations are available for review on the County's Bids/RFPs webpage at [www.deschutes.org/rfps](http://www.deschutes.org/rfps). Documents posted at this website include:

- Deschutes County Solid Waste Management Plan (JR Miller Inc. 2019)
- Solid Waste Management Facility Final Site Evaluation Report (Parametrix Inc. 2024)
- Supplemental SWAC meeting presentation and minutes from May, 2025 to August, 2025

## **F. SCOPE OF WORK**

The primary objective of the Landfill Siting Consultant Services - Phase 2 Addendum Project is to assist the County in with the critical information necessary to select a preferred site to acquire, permit, and develop to serve as the new Deschutes County SWMF, which will include a municipal solid waste (MSW) landfill. This includes, but is not limited to the following major tasks specific to the SWMF Site:

- Conceptual Master Plan and Preliminary Engineering Perform a legal property boundary survey
- Capital and Operational Cost Analysis
- Site Development and Permitting Assessment
- Transportation System Assessment
- Water Infrastructure Assessment
- Electrical Power Supply Review
- Flood Risk Desktop Review
- Geology/Hydrogeology Assessment
- Geotechnical Investigations
- Environmental Assessment Phase I
- Weather and Air Quality Desktop Review
- Natural Resources Assessment
- Archaeology and Cultural Heritage Assessment
- Site-Specific Community Assessment
- Boundary Surveys
- Assist and facilitate the public outreach process
- Provide public communication and outreach

- Facilitate meetings as needed with elected officials, the local land use authority (Deschutes County Community Development Department), local and State regulatory agencies, special interest environmental groups, landowners local to the SWMF Site, the general public and other stakeholders

#### **G. PROPOSAL SUBMITTAL REQUIREMENTS**

Proposals shall, at a minimum, address each of the following listed elements (*Proposers are encouraged to expand the scope of work with additional tasks that they identify to aid in and enhance meeting the goals and objectives of this project*):

1. A detailed Scope of Work identifying major tasks and subtasks, 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, the local land use authority (Deschutes County Community Development Department), local and State regulatory agencies, special interest environmental groups, landowners local to the SWMF Site, the general public and other stakeholders as to project progress, etc. This element should include conducting public meetings and assisting the County in responding to inquiries from the public.
4. Identification of project team members, their roles and responsibilities, including an organization chart.
5. A cost proposal, organized by task and subtask, that includes billing rates for various individuals/teams assigned to the project as well as estimated hours required for completion of tasks, subtasks, and the overall project. Other billable costs for each task shall also be identified and included.
6. 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.
7. Any additional information that the Proposer feels would be helpful in providing a comprehensive proposal as well as a successful completion of the Scope of Work.

A proposer submitting a Proposal hereby certifies that no officer, agent, or employee of Deschutes County has a pecuniary interest in the submitted Proposal; that the Proposal is made in good faith

without fraud, collusion, or connection of any kind with any other Proposer; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

Commencing with the issuance of this Request for Proposals, Proposers or others acting on their behalf are cautioned not to undertake any activities or actions to promote their proposals. Proposers or others acting on their behalf shall not make direct or indirect (through others) contact with members of the Deschutes County Board of Commissioners, County staff, or others to promote their proposals. Violation of this requirement may, in County's sole discretion, be grounds for disqualifying the proposer from further (and subsequent) consideration.

Proposals shall be limited to no more than 30 pages in length (excluding resumes of key staff) and may include 11"x17" sheets as appropriate for items such as schedules and spreadsheets. Proposals must be received by 4pm on October 3, 2025 and are to be submitted using one of the following formats:

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Questions regarding this RFP shall be submitted no later than 4pm on September 22, 2025 and directed to Tim Brownell, Director of Solid Waste at:

Phone: (541) 317-3177  
Fax: (541) 317-3959  
Email: [tim.brownell@deschutes.org](mailto:tim.brownell@deschutes.org)

The County anticipates the following schedule for selection and award of the Contract for the Landfill Siting Consultant services- Phase 2 Addendum:

RFP Release:	Date	September 15, 2025
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Planholder Questions Due:    Date/Time    September 22, 2025 / 4pm

Proposal Due:                      Date                      October 3, 2025 / 4pm

Notice of Interview:              Date                      October 10, 2025 (if necessary)

Notice of Intent to Award:    Date                      October 22, 2025

Notice to Proceed:              Date                      October 31, 2025

## **H. PROPOSAL EVALUATION AND SCORING**

Submittals will be reviewed, evaluated and scored by an inter-departmental group of Deschutes County staff. Proposers may be asked to participate in interviews and provide additional information to discuss proposal specifics with the selection committee. If interviews are conducted, there will be an additional 25 points available.

The County will evaluate proposals based on the following criteria:

1. Experience, capabilities and resources of the proposing firm (30 Points/30%)

Proposing firm experience, capabilities and resources will be evaluated and scored based on the following:

- Experience in MSW landfill development and permitting
- Experience on projects of a similar nature, magnitude and impact involving land use entitlements, environmental and natural resources permitting, document and application preparation, evaluation and implementation under State of Oregon land use laws, local land use codes, and regulatory/permitting authorities.
- Experience providing formal presentations at meetings with elected officials, at public hearings and at public information/outreach meetings.
- Internal procedures related to work and report preparation quality control
- Location of team resources.

2. Experience of project team members and subconsultants (20 Points/20%)

Proposals will be scored on the experience of the individuals and subconsultants to be assigned to the project and performing the work. The proposal should identify the role and responsibility of individuals to be assigned to the project.

3. Demonstrated understanding of scope of work and thoroughness of proposal (30 Points/30%)

Proposals will be scored based on the specific details provided in the proposal including the thoroughness of the approach necessary to complete project tasks, how well the approach will meet the objectives of the tasks and project, and the proposed schedule to complete the scope of work.



4. Clarity, quality and organization of the proposal (10 Points/10%)

Proposals will be scored based on the presentation of the proposal and how well it demonstrates strong organization, analytical and written communication skills.

5. Cost proposal (10 Points/10%)

Proposers will be scored on the proposed costs for the services to be provided.

6. Interviews at County's (25 Points)

The County will recalculate proposal scoring and add up to 25 additional points for interview performance.

After selection, contract negotiations will be conducted with the selected Proposer, as determined by the proposal scoring. In the event the County is unable to come to an agreement on contract terms or fees with the highest scoring firm, at the County's option, the County may elect to enter into negotiations with the second highest scoring firm.

