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REQUEST FOR QUALIFICATIONS

Updating the Post Closure Monitoring Plan for the Ryegrass Balefill

The Kittitas County Solid Waste Department is requesting Qualifications from qualified consultants to review the past monitoring reports and preparing an updated Monitoring plan. The major components for the Scope of Work (described in detail under Section IV) are:

1. In consultation with Kittitas County Solid Waste Staff review the past monitoring reports. In consultation with Kittitas County Solid Waste Department develop a Post Closure Monitoring plan that will be all applicable codes and still be that most cost effective for the County.
2. In consultation with Kittitas County Solid Waste and Kittitas County Environmental Health prepare an updated Post Closure Monitoring Plan to be submitted to the Department of Ecology for the next ten year period.
3. Finalize Post Closure Monitoring Plan.

The purpose of this project is to develop a Post Closure monitoring Plan for the next 10 years at the Ryegrass Closed Landfill.

The Monitoring plan must meet, as appropriate, all requirements as set forth in:

- Chapter 173-351 Washington Administrative Code for Environmental Monitoring requirements.
- Chapter 173-304 Washington Administrative Code (WAC), Minimum Functional Standards for Solid Waste Handling
- Chapter 70.95A RCW, Pollution Control – Municipal Bonding Authority
- Chapter 70.95C RCW, Waste Reduction
- Chapter 36.58 RCW, Solid Waste Disposal
- Kittitas County Solid Waste Ordinance # 1999-01

I. General Information and Terms and Conditions

- A. Extra copies of this Request for Qualifications (RFQ) maybe obtained by contacting:

Kittitas County Solid Waste Department
925 Industrial Way, Ellensburg, Washington 98926

Attn: Patti Johnson, Solid Waste Director
Phone: (509) 962-7542
E-Mail: patti.johnson@co.kittitas.wa.us

- B. Kittitas County is an Equal Opportunity Employer and affirms that it does not discriminate against individuals of firms because of their race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap.
- C. Upon receipt of the Statement of Qualification, the County will date-stamp it to show the exact time and date of receipt. All statement of qualifications received will become the property of the County and will not be returned.
- D. Any proposals submitted will become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
- E. Kittitas County reserves the right to reject any and all proposals if the submissions are not responsive to its needs.
- F. In the event it is necessary to revise any part of this RFQ, addenda shall be provided to all proposers who receive the original RFQ.
- G. All questions regarding this RFQ should be addressed to Patti Johnson at the address and telephone number noted in Section A above. All factual responses will be published as addenda to these proposal documents, and shall be made a part thereof.
- H. The County reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- I. This solicitation does not obligate the County to award the project to any respondent. The County reserves the right to waive as informality any irregularities in the statement of qualifications and/or to reject any or all Submittals.
- J. Any proposals may be withdrawn prior to the date and time set above for opening of the proposals.
- K. The County strongly encourages minority, women-owned, and veteran-owned firms to submit qualifications consistent with the County's policy to insure that minority, women-owned, and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.
- L. Basic Eligibility: Any selected firm must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with the County, and must not be included on the General Services Administration's "List of Parties Excluded from Federal Procurement and Nonprocurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list.
- M. Approval of Sub-consultants or Subcontractors: The County retains the right of final approval of any sub-consultant or subcontractor of the selected firm who must inform all sub-consultants or subcontractors of this provision.
- N. Payment by the County for the services will only be made after the services have been performed and an itemized billing statement is submitted in the form specified by the County

and approved by the appropriate County representative. The billing statement shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. No advance payments will be made to the firm. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

II. General Requirements

A. Proposals

- 1. Two copies** of the Statement of Qualifications must be received at the Kittitas County Solid Waste Department, 925 Industrial Way, Ellensburg, WA 98926, by 4:00 p.m. on , **May 14, 2010**. All envelopes must be plainly marked on the outside, "Proposal: Review & Update of the Kittitas County Post Closure Environmental Monitoring Plan Ryegrass Balefill".
- 2.** Statements should be prepared simply and economically, providing a straight-forward, concise description of the firm's capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the County is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.

B. Nondisclosure Clause

If a proposal contains any information that the proposer does not wish disclosed to the public or used for any purpose other than evaluation, and which the County would not be required to disclose under public disclosure laws, all such information must be indicated with the following statement:

The information contained on pages _____ shall not be duplicated or used in whole or in part for any purpose other than to evaluate their proposal; provided that if a contract is awarded to this office as a result of or in connection with the submission of such information, Kittitas County shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit Kittitas County's right to use information contained herein if obtained from another source. This information is exempt from public disclosure pursuant to _____

_____.

C. Incurred Costs

Kittitas County is not liable for any costs incurred by the proposer prior to the issuance of a contract.

D. Rejection of Proposals

A Contract may be negotiated with the consultant whose proposal would be most advantageous to Kittitas County, and the Kittitas County Solid Waste Department, all factors considered. Kittitas County reserves the right to reject any or all proposals submitted.

E. Type of Contact

If a consultant is selected as a result of this RFQ a consultant services contract with a “not-to-exceed price” clause will be negotiated. Negotiations may be undertaken with the proposer who is considered to be the most suitable for performing the work. This RFQ is primarily designed to identify the most qualified firms. Price and schedule will be negotiated with the “first choice” proposer. Negotiations may also be initiated with the “second choice” and subsequent proposers until the project is cancelled or an acceptable contract is executed.

F. Acceptance of Proposal Contract

The contents of the proposal of the selected consultant will become the contractual obligation if a contract ensues. Failure of the consultant to accept these obligations may result in cancellation of their selection.

G. Consultant Responsibilities

The consultant will be required to assume responsibilities for all services offered in the proposal whether or not performed by the consultant. Furthermore, the consultant will be the sole point of contact for Kittitas County with regard to contractual matters, including payment of any and all charges resulting from the contract. There will be no changes in the contract without approval of Kittitas County.

H. Insurance

Prior to undertaking any work, insurance coverage as specified below shall be procured by the consultant and maintained continuously for the duration of this project and/or associated Work Orders, at no expense to the County. The insurance coverage shall be in connection with this project and for the work performed by the selected firm, its agents, representatives, employees and/or subcontractors. The selected firm’s insurance shall be primary as respects to the County’s. Any other insurance maintained by the County shall be excess and not contributing insurance with the selected firm’s insurance. Except with respect to the limits of insurance and any rights or duties specifically assigned to the first named insured, the selected firm’s Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought. Failure of the selected firm to fully comply with the insurance requirements of this RFQ will be considered a material breach of contract and, at the option of the County, will be cause for such action as may be available to the County under other provisions of this RFQ or otherwise in law, including immediate termination of the Agreement between the County and the selected firm. Submittal of Statements shall contain the following:

1. Workers’ Compensation. Workers’ Compensation in amounts required by law; and

2. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with limits of liability not less than \$1,000,000 combined single limit per occurrence and \$3,000,000 annual aggregate; and
3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased, or hired vehicles written on an insurance industry standard form or equivalent, with limits of liability not less than \$1,000,000; and
4. Professional Liability Insurance. A policy of Errors and Omissions Liability Insurance appropriate to the selected firm's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work described in this RFQ and with limits of liability not less than \$1,000,000. If the Professional Liability Insurance policy is written on a claims made form, the selected firm warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three years from the date of completion of the work authorized by this RFQ. In the event that the selected firm is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by the County; and
5. Employers Liability. A policy of Employers Liability Insurance with limits of liability not less than \$1,000,000.

Certificates of insurance and policy endorsements shall be furnished and signed by a person authorized by that insurance company to bind coverage on its behalf. All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. The County must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability policies of the selected firm. A policy endorsement must be provided to the County as evidence of additional insured coverage and must state that the selected firm's insurance shall not be reduced or canceled without thirty (30) days prior written notice to the County. The selected firm shall not permit any required insurance coverage to expire during the term of this project.

III. Purpose of the Request for Qualifications

It is the intent of Kittitas County to contract for consultant services to update the existing Post Closure Environmental Monitoring Plan for the Ryegrass Balefill.

The contracted consultant will work with the Kittitas County Solid Waste Department staff, to develop the plan and perform the tasks outlined in the Scope of Work.

A preliminary draft of the Post Closure Environmental Monitoring Plan for the Ryegrass Balefill in accordance with WAC 173.351 should be available for public and governmental review by **December 10, 2010.**

IV. Scope of Work

The following Scope of Work is a potential outline of the tasks and process necessary to complete the Operations Plan and Permitting Process. Consultants may propose an alternative Scope of Work if it will meet the requirements of the WAC 173.351 and is acceptable to Kittitas County.

The objective of this project is to produce a useful Site Design and Operations Plan tailored to the needs and specific conditions of the unincorporated and incorporated areas of Kittitas County.

Kittitas County will **require the consultant's services through the entire process, comment periods, revisions, and operations plan and final approval by the Health Department and the Department of Ecology**. The consultant will be responsible for tasks necessary to review and produce the plan.

In order to accomplish the goal of producing a useful Site Plan, Compost Facility Operations Plan and the permitting necessary to operate that meets the needs of Kittitas County, the consultant will need to undertake the following tasks:

Task 1.0 Project Management

Coordination with County staff - the consultant will meet with representatives of the local Health Department and the Department of Ecology guidelines and agree upon the methodology for proceeding with updating the Ryegrass Post Closure Plan.

Task 2.0 Ground Water Monitoring Data Evaluation and Reporting

Monitoring Data Evaluation: Evaluate the past monitoring data collected and determine trends and make recommendation for future testing and reporting needs in accordance with WAC 173.351.

Task 3.0 Post Closure Plan Review and Update

Participate in meeting(s) with the local health department and the Department of Ecology on the draft Plan.

V. Proposal Format

Consultants submitting proposals are requested to provide the following information, which will serve as the basis for evaluation:

- A. A description of the consultant's experience in the area of landfill monitoring and plan writing. List projects similar to this proposal that the consultant has performed in the last **three (3)** years. Provide the client's name, address, telephone number, and contact person.

- B. A description of the approach to be used in accomplishing the project. It is expected that varied approaches exist to accomplish the overall scope of the project, and consequently it is encouraged that each consultant employs their experience to describe an approach achieving the intended results. The approach shall be summarized in a proposed scope of services format.
- C. An hourly breakdown of the working hours anticipated to complete the project. The hourly breakdown shall be denoted by Task, Function, and Personnel's involved.
- D. A resume of key personnel, including subconsultants to be assigned to the work, and a statement of respective areas of responsibility.
- E. Provide a proposed timeline for the project.
- F. A statement of any special conditions that is determined by the consultant to be appropriate.
- G. A demonstration of the consultant's understanding to the public policy implications of intergovernmental cooperation on solid waste issues.
- H. A demonstration of the consultant's understanding and knowledge of the Washington State Laws and local ordinances related to solid waste.
- I. A demonstration of the consultant's ability to facilitate and direct public meetings and meetings with government officials.

VI. Proposal Evaluation

Representatives of Kittitas County Solid Waste and representatives of the Solid Waste Advisory Committee will review proposals. The proposals will be rated in accordance with the following weighted criteria:

- 1. Specific experiences at the Ryegrass facility (30 percent)**
- 2. Project approach (20 percent)**
- 3. Project staff (15 percent)**
- 4. Project implementation schedule (25 percent)**
- 5. Budget of work hours (10 percent)**

Up to three proposers obtaining the highest scores will be invited to an interview before a selection committee to determine the best proposer who will be recommended for selection to the Kittitas County Board of Commissioners. Upon selection of the most qualified firm and prior to negotiation of an agreement, a fee schedule will be requested as an addendum to statements of qualifications. Kittitas County will then begin negotiation of a contract agreement. If a

satisfactory contract cannot be negotiated, negotiations will be conducted with the next best-rated proposer. This process will continue until a contract is negotiated or the project is cancelled.

The schedule and format of the interviews and/or oral presentations will be provided at a later date. All consultants will be informed in writing of the decision.

Kittitas County reserves the right to reject any and all proposals.