

## Kittitas County Transfer Station Relocation Feasibility Study

### Request for Proposals (RFP)

#### **1.0 Introduction**

Kittitas County (hereinafter the “County”), has hereby issued a Request for Proposals (RFP) from interested and qualified engineering firms to develop preliminary site selection and engineering plans for a new solid waste and recycling facility. The proposed facility will provide adequate transfer and recycling capacity for waste and recycling material generated within Kittitas County.

#### **2.0 Background**

The Ellensburg transfer station was constructed in 2000 and processed approximately 25,000 tons of solid waste in 2014. In addition, the facility handled approximately 60,000 customers in 2014 (garbage trucks and self-haulers).

The County has a contract with Waste Management Inc. to operate, transfer, and dispose of material dropped off at the facility.

The objective of this RFP is to retain the services of a qualified engineering team to perform preliminary engineering services to locate a suitable site and develop a new transfer station. The site selection is to include both land already owned by the County and other suitable locations within the Ellensburg area. The facility must meet requirements detailed in WAC 173-350-310 and any other applicable federal, state, or local requirements.

#### **3.0 Scope of Work**

The following list has examples of what is anticipated to be considered in the planning but not intended to be limiting:

##### **3.1 Phase A – Project Initiation/Facility Programming**

###### **3.1.1 Programming Meeting**

- Solid Waste Transfer Building
- Employee/Office Building
- Scalehouse
- Recycling Facility – drop-off
- Household Hazardous Waste
- Compost Facility
- Future Material Recovery
- Architectural Design Features (metal building, block, precast, etc.)
- Building Code Analysis
- Stormwater facilities

- Any and all regulatory requirements and their impacts on the project options.

### **Stakeholder Meetings**

#### 3.1.2 Basis of Design Document

##### 3.1.2.1 Design Criteria – Current and projected

###### 3.1.2.1.1 Tonnage (average and peak hour/day)

###### 3.1.2.1.2 Traffic (average and peak hour/day)

###### 3.1.2.1.3 Operating Hours

##### 3.1.2.2 Design Life (expected operational lifespan)

##### 3.1.2.3 Conceptual Layout

###### 3.1.2.3.1 Site Plan, Floor Plan, Exterior Elevations

##### 3.1.2.4 Minimum Land Area Required

##### 3.1.2.5 Facility Design Features

##### 3.1.2.6 Landscape Design Features

##### 3.1.2.7 Regulatory/Permitting Requirements

##### 3.1.2.8 Transfer Technology

##### 3.1.2.9 Traffic Flow Considerations

###### 3.1.2.10 Transportation

###### 3.1.2.11 Conceptual Cost Estimate

### 3.2 **Phase B - Site Evaluation and Selection**

#### 3.2.1 Identify Potential Sites

#### 3.2.2 Fatal Flaw Evaluation (conditions of groundwater, surface water, geotechnical, existing environmental conditions, zoning, minimum land area or other criteria that would preclude use of any given site).

#### 3.2.3 Location to Waste Centroid

#### 3.2.4 Traffic Impact, including possible need to change roadway characteristics to accommodate volume and size of vehicles involved.

#### 3.2.5 Location of Utilities (water, sewer, electrical, gas, etc., and feasibility of extending as needed

#### 3.2.6 Site Topography

#### 3.2.7 Finalize Site Selection

#### 3.2.8 Conceptual Facility layout

#### 3.2.9 Cost estimate

#### 3.2.10 Commission Meetings

#### 3.2.11 SWAC Meetings

### 3.3 **Phase C - Public Involvement**

## 4.0 **Proposal Requirements**

The proposal shall contain the following information in the following order:

### **1. Introductory Letter**

The introductory letter should demonstrate your understanding of the project scope of services. It should explain your approach to meet the objectives listed above in this RFP and your experiences preparing business feasibility and operations plans.

### **2. Experience and Qualifications**

This section should describe your firm's qualifications for meeting the county's objectives for this RFP. Describe your firm's experience with similar projects during the past five (5) years. Include the name(s) of the personnel who will be responsible for the work. Describe their training, education and professional experience related to working with solid waste divisions of counties and municipalities. Describe their experience in developing similar reports.

### **3. Professional References**

Provide the name of clients that the firm has provided similar services including, agency/company, phone number and address for the County to potentially contact during the selection process.

### **4. Capacity to Meet Project Timelines and Budget**

Discuss your availability to perform for the duration of the contract, describe your current workload, any time constraints or conflicts, and how the goals of the project can be met by the March 1, 2017 timeline.

### **Closing Date and Submittal Requirements**

Kittitas County prefers concise, purposeful submittals. Consultants are invited to submit their response to this Request for Proposals at their own cost. The submittal is limited to twenty (20) sheets submitted on single sided (or ten (10) double sided) typed 8.5" x 11" paper, and with a type size no smaller than 12 point (the page limitation does not apply to your letter of transmittal or introductory letter).

Materials submitted in response to this competitive procurement shall become the property of Kittitas County and will not be returned. All submittals received will remain confidential until Kittitas County and the successful Consultants/Engineer sign the agreements resulting from this advertisement, except that all submittals are deemed public records as defined in RCW 42.56 .

Responses to this RFP are due in hand no later than 4:00 PM on Friday, August 19, 2016. Postmark date is not acceptable in calculating arrival within the deadline. Fax or email responses will not be accepted. Respondents will submit proposals to the following address:

Patti Johnson, Solid Waste and Facilities Manager  
c/o County Commissioners' Office  
205 W. 5<sup>th</sup> #108  
Ellensburg WA 98926