



## CITY OF OAK HARBOR

# REQUEST FOR PROPOSALS (RFP)

## SOLID WASTE AND RECYCLING TRANSFER STATION PRELIMINARY ENGINEERING AND FACILITY PLAN

### INTRODUCTION

The City of Oak Harbor (hereinafter the “City”) has issued a request for proposals (RFP) from interested firms to prepare a preliminary engineering design and facility plan for a new Solid Waste and Recycling Transfer Station that has adequate capacity to serve existing and future customers within the Oak Harbor Urban Growth Area (UGA). The project proposes to construct a single covered building on City property that can be used to load solid waste into 76-foot semi-trailers. The building would also include an area to bale and load co-mingled recyclables into similar type trailers.

### BACKGROUND

The City currently hauls solid waste to Island County and recycling to Island Disposal. Both facilities are located two miles south of Coupeville on Whidbey Island, approximately 14 miles from the proposed transfer station site. The City has five trucks (one front load, two automated side arm, and two recycle automated side arm) that travel to Coupeville Monday through Friday. The City produces approximately 632 tons of solid waste (at \$109.00 per ton) and 100 tons of recycling (at \$45.00 per ton) each month.

The City has a contract with Island County to provide transport and disposal of solid waste and a Solid Waste and Moderate-Risk Waste Management Plan that ends in December 2012. The City is not contemplating termination of this contract at this time. The main goal for the City is to reduce transportation and handling costs, which will in turn reduce traffic and the City’s carbon footprint.

The objective of this RFP is to obtain the services of a qualified firm to prepare a Technical Memorandum recommending a preliminary location, design and operation of the Solid Waste Transfer Station facility and an **approved** Facility Plan in compliance with WAC 173-350-310.

### SCOPE OF WORK EXPECTATIONS

The selected firm should anticipate that the scope of work for this project will include consideration of the following:

1. Evaluation of preliminary facility location and any additional site recommendations developed by the consultant;
2. Preparation of all necessary permits to construct and operate the facility;
3. Planning for 20-year life cycle cost for options and variations;
4. Construction and project scheduling;
5. Development of project financing options, including bond planning and assistance in bond issue preparation and assistance in identifying possible grant and/or loan opportunities;
6. Provide continuing consultation through oral and written communication on all matters relating to the project;

7. Engineer's cost estimate;
8. Provide monthly progress reports to the City and participate in presentations before the City Council and other public bodies as requested; and
9. Submit monthly billings detailing hours expended by specific consultant personnel, by task and subtask.

The selected firm will be expected to incorporate standard components and characteristics of a Transfer Station into the facility plan documents. These features include, but are not limited to the following:

1. Short and long term demand estimates and population based projections;
2. Fire protection needs;
3. Internal and external scales;
4. Staffing plans;
5. Sufficient lighting;
6. Power demands;
7. Maintenance and operations planning;
8. Compliance with DOE, OSHA and Health Department regulations and permitting requirements;
9. Sound control;
10. Drainage system;
11. Litter control;
12. Security;
13. Equipment needs;
14. Odor control;
15. Restrooms/meeting room;
16. Vector control; and
17. Redundancy and emergency response planning.

## **PROPOSAL REQUIREMENTS**

Excessively elaborate or lengthy proposals are not desired. Proposals should be limited to no more than twenty (20) single sided pages. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project. The cover letter should be limited to no more than two single sided pages.

The proposal should contain the following elements:

- A. **Project Approach.** Provide a clear concise statement of the general approach to be undertaken on the project.
- B. **Scope of Work Task Breakdown.** Based on the generalized scope of work outlined above, provide a step by step breakdown of the tasks and subtasks to be performed for both the preliminary engineering and facility plan components of the project. Any tasks or subtasks that you assume to be accomplished by City staff and the general level of participation expected from the City should also be identified and included as tasks or subtasks.
- C. **Level of Effort:** The Consultant shall prepare a separate Level of Effort spreadsheet that contains line items for each major task and subtask to be performed with the estimated man hours per classification to be expended in that effort.

- D. **Schedule of Work:** Provide a schedule for having the initial submission of a Facility Plan to the State Department of Ecology and the Island County Health Department not later than six months after a Notice to Proceed. The schedule should include the time allowed for review by the City and other agencies and should identify a critical path involving any required actions by entities other than the consultant.
- E. **Consultant Qualifications:** Consultant qualifications should include detailed information regarding the Consultant's experience on similar projects. The Consultant's qualifications should include at a minimum the following information:
1. List no more than five projects of similar complexity and magnitude undertaken in the past five years and provide references and a phone number for each reference;
  2. Provide resumes of key members of the proposed project team – should be a maximum of two pages in length; and
  3. List sub consultants and specify their involvement on the project. List no more than five projects of similar complexity and magnitude undertaken by the sub consultant in the past five years and provide references and a phone number for each project.
- F. **Affirmation as to Form of Agreement:** Provide a statement to the effect that the City Standard Consultant Agreement is acceptable to the proposer or state exceptions taken. Please be advised that exceptions to paragraphs 11 and 12 of the General Provisions will not be entertained and will serve to disqualify a proposer from further consideration.

The Agreement can be downloaded at:

[http://www.oakharbor.org/uploads/documents/7558consultant\\_contract\\_\\_\\_hourly\\_with\\_fillable\\_fields.pdf](http://www.oakharbor.org/uploads/documents/7558consultant_contract___hourly_with_fillable_fields.pdf)

## SELECTION PROCEDURE

Subsequent to the deadline for acceptance of proposals, the City will evaluate the Technical Proposals and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria and weights indicated below. The City will contact the firm with the highest ranked Technical Proposal. The level of effort will be used as a basis to negotiate a contract fee. If an agreement cannot be reached with the top ranked firm, the City will contact the firm with the next ranked Technical Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached. Aside from eventually announcing the successful consultant, the rankings and levels of effort will be kept confidential.

## SELECTION CRITERIA

The Consulting Team selected for this project should have demonstrated experience in Solid Waste Facility design, regulatory compliance and preparation of Facility Plans in compliance with WAC 173-350-310. Selection shall be based on the following:

1. Consultant's understanding of the City's desires and general approach to the project as demonstrated in the project description and Scope of Work (up to 20 Points);
2. Completeness of the work elements included in the Proposal (up to 20 Points);

3. Consultant's experience with projects of similar complexity and function (up to 20 Points);
4. Qualifications of the Consultant's staff being assigned to this project (up to 20 Points); and
5. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules (up to 20 Points).

Should the City determine that interviews are desirable, up to 25 additional points may be granted based on those interviews.

Ranking will be on a total point basis.

### **SUBMITTAL DEADLINE**

Six copies of the Technical Proposal and Level of Effort should be forwarded to the attention of Mr. Steve Bebee, Project Manager, at the following address by 5:00 p.m. on Tuesday, May 1, 2012.

**City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor, WA 98277**

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

### **PROPOSAL CONTACT PERSON**

All questions regarding this solicitation should be directed to Steve Bebee, Project Manager at (360) 279-4764 or [sbebee@oakharbor.org](mailto:sbebee@oakharbor.org)

### **NON-DISCRIMINATION**

All selected consultants must comply with the City of Oak Harbor's equal opportunity requirements. The City of Oak Harbor is committed to a program of equal employment opportunity regardless of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability. It is the City of Oak Harbor's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

### **NON-COLLUSION**

Submittal and signature of a response to this RFP swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the consultant has not induced or solicited others to submit a sham submittal, or to refrain from responding.