

Thurston County
REQUEST FOR PROPOSALS/REQUEST FOR QUALIFICATIONS
Nisqually Sub-Area Plan Asphalt Recycling Policy Review Project–
Analysis of Potential Environment, Public Health and Transportation Implications

Thurston County, Washington, is seeking proposals from qualified firms to conduct a review of existing scientific information relating to the potential environmental, public health, and transportation implications of a proposed policy change that would allow asphalt recycling to occur as an accessory use inside the mined out portion of any gravel pit(s) located within the Nisqually Sub-Area.

Thurston County, Washington, is seeking qualification information for firms qualified to conduct scientific studies relating to the potential environmental, public health, and transportation implications of a proposed policy change that would allow asphalt recycling to occur as an accessory use inside the mined out portion of any gravel pit(s) located within the Nisqually Sub-Area.

GENERAL INFORMATION

Thurston County is located in the south end of Puget Sound in Washington State. The County is roughly 745 square miles, excluding water bodies, and has a population of more than 267,000 residents. The Nisqually sub-area is a 14.16 square mile area in the northeast of the County. A map of the boundaries of the Nisqually sub-area is available for viewing or printing online at: <http://www.co.thurston.wa.us/planning/comp-plan/comp-plan-docket-cpa-item-11.htm>

Thurston County's regulations pertaining to land-use activities are guided by the County's goals and policies. These goals and policies are compiled within the legal planning documents the County has adopted. The overarching planning document is the Thurston County Comprehensive Plan. The Comprehensive Plan addresses the Washington State Growth Management Act (RCW 36.70A) requirements to plan for future growth, conserve natural resources, and preserve places of historic and cultural significance. The County also has adopted legal planning documents that pertain to specific sub-areas of the County. They are referred to as sub-area plans and these documents are components of the broader Thurston County Comprehensive Plan.

The Nisqually Sub-Area was designated in 1992 when the Nisqually Sub-Area Plan was adopted. The purpose of the Nisqually Sub-Area Plan was the development of a vision for the Nisqually area that establishes goals and policies that are specifically tailored to the Nisqually sub-area. The Nisqually Sub-Area Plan document is available to view online at: <http://www.co.thurston.wa.us/planning/comp-plan/docs/nisqually-sub-area-plan-1992.pdf>.

The Nisqually Sub-Area Plan, like the Thurston County Comprehensive Plan and other subsidiary plans may be amended annually through the County process established for considering proposed policy amendments in compliance with the Washington State Growth Management Act (RCW 36.70A). Requests to amend County policies may be submitted by private citizens/entities during this annual process. For the 2017/2018 Comprehensive Plan amendment process a request was

submitted by Lakeside Industries, Inc. to amend Policy E.5 of the Nisqually Sub-Area Plan (NSAP). Policy E.5 addresses the allowed and prohibited accessory uses inside the mined out portion of any gravel pit(s) located within the Nisqually sub-area; the reprocessing or recycling of asphalt is currently a prohibited accessory use due to water quality concerns.

County staff is reviewing and considering the proposed amendment to Policy E.5 of the NSAP. This process involves an analysis of the potential implications of the proposed policy change on the Nisqually sub-area. Staff will be conducting a portion of the analysis work internally. However, the review and evaluation of existing scientific information pertaining to the potential environmental, public health and transportation implications of the proposed policy change will be undertaken by a 3rd party consultant that will be selected through the Thurston County Request for Proposals (RFP) process. Any scientific analysis conducted regarding the potential environmental, public health and transportation implications of the proposed policy change will be undertaken by a 3rd party consultant that will be selected through the Thurston County Request for Qualifications (RFQ) process

REQUIRED SERVICES

The firm who is ultimately selected through the RFP process will conduct a review and evaluation of the existing scientific information available relating to the potential environmental, public health, and transportation implications of allowing asphalt recycling to occur within the mined out portion of any gravel pit(s) within the Nisqually sub-area. Firms will be evaluated through the RFQ process to determine their qualifications to conduct analysis relating to of the potential environmental, public health, and transportation implications of allowing asphalt recycling to occur within the mined out portion of any gravel pit(s) within the Nisqually sub-area.

This is a controversial issue in the community and it is essential that the analysis conducted is unbiased, thorough, and utilizes sound scientific methodologies. There is a requirement for the firm selected to engage and dialogue with a wide variety of stakeholders regarding the methods and outputs of the analysis conducted. There is also a requirement for the selected firm to assist County staff with the delivery of the analysis results to stakeholders, the Thurston County Planning Commission and the Board of County Commissioners.

Below are the minimum required services for the work to be conducted. The initial services required that are subject to the RFP portion of this advertisement are covered in Phase 1 below. The additional services that may be required, which are subject to the RFQ portion of this advertisement, are covered in Phase 2 below. The scope of work for Phase 2 is contingent on the completion and results of Phase 1. The initial contract issued will be for the Phase 1 work; upon the County's review of the Phase 1 deliverables, a determination will be made regarding whether an existing contract will be amended or a new contract will be entered into to undertake Phase 2 work.

Phase 1

1. Research and review existing information (i.e. studies) pertaining to the recycling of asphalt
 - a. Conduct extensive research and identify existing studies and information that addresses the potential impacts of asphalt recycling on the environmental, public health and transportation features (water quality, air quality, transportation routes, etc...) of the Nisqually sub-area.
 - b. Complete a thorough review of the studies and information identified (methods, data/information, and findings) to:
 - a. Ensure the findings and information are based on valid scientific practices.
 - b. Assess the applicability of the studies and information to the Nisqually Sub-Area and the recycling of asphalt within the mined out portion of any gravel pit(s).
 - c. Provide a written report that details what studies and information were identified, how they were reviewed and the findings of this review.
 - o Include information regarding how the studies reviewed relate and are transferable to this project.
 - o Document the reasoning/basis for why studies or information were or were not found to be applicable/transferable to this project.
 - o Specifically note any information gaps identified.
 - d. Prepare a briefing paper summarizing the information in the report, formatted and written in a manner that is easily accessible and understandable for non-technical audiences.
 - e. Prepare a second briefing paper detailing what, if any, information gaps were identified.
2. Stakeholder engagement is an important aspect of the work required. Provide an hourly cost estimate for stakeholder engagement activities such as telephone or email dialogues and attendance at a 2-3 hour public open house and hearing. Provide additional cost information for completing the other public outreach work detailed below, such as development of outreach materials:
 - a. Engage with stakeholders by reviewing studies (data, information, findings) submitted by stakeholders as part of Phase 1 and answering questions via phone conversations or emails regarding the materials to be reviewed and the review process as directed by County staff.
 - b. Assist the County in providing outreach documentation for distribution to stakeholders.
 - o Documentation must clearly convey how the research and review work was conducted, what information was identified and reviewed, and the results of the analysis of that information, in terms of validity and applicability to this project.
 - c. Provide update briefings and documentation to staff and/or stakeholders on an as-needed basis during the development of the Phase 1 analysis deliverables.
 - d. Assist County staff with presenting information pertaining to the Phase 1 analysis to the Thurston County Planning Commission and responding to public comments.

- e. Assist County staff with presenting information pertaining to the Phase 1 analysis to the Thurston County Board of County Commissioners and responding to public comments.

Phase 2

The scope of work to be completed in Phase 2 will be contingent on the results of Phase 1. Below are potential elements that may be included in the scope of work for Phase 2. Proposals should clearly demonstrate the competency, qualifications, and availability of staff to conduct new studies regarding the topics addressed below. Specific emphasis should be put on staff qualifications to conduct scientific analysis, prepare deliverables and engage in related public outreach.

1. Scientific analysis and identification of potential environmental, public health, or transportation risks associated with the proposed policy change. Environmental and public health topics may include analysis of water quality, air quality, noise, and soil contamination. Transportation topics may include analysis of transportation routes within the Nisqually sub-area and the potential impact on the condition of existing roadways and the volume of industrial/commercial traffic. Scientific methods will be utilized for to conduct any investigations. When the scope of work for Phase 2 is considered, there will be a requirement to provide the following information:
 - a. A proposal detailing the scientific methods to be used to conduct the analysis of environmental, public health and transportation topics.
 - b. An outline of the deliverables to be provided. Examples of the deliverables likely to be requested by the County include:
 - i. A report detailing the methods and findings of the analysis conducted
 - ii. A briefing paper tailored to non-technical audiences that summarizes the methods and findings utilized in the analysis.
2. Stakeholder engagement is an important aspect of the work required. The County will request an hourly cost estimate for stakeholder engagement activities associated with Phase 2, such as telephone or email dialogues pertaining to the methods and draft results. The County may also request cost information for attendance at public meetings. Other outreach activities that may be included in the scope of work for Phase 2 include:
 - a. Engagement with stakeholders via email and telephone regarding the proposed methods presented by project stakeholders.
 - i. When directed by the County, providing written justification for the decision to adopt/not adopt suggested approach or change to proposed method.
 - b. Providing briefing updates and documentation to staff and/or stakeholders on an as needed basis during the development of the Phase 2 deliverables.
 - c. Assisting County staff with presenting information pertaining to the Phase 2 analysis to the Thurston County Planning Commission and responding to public comments.
 - d. Assisting County staff with presenting information pertaining to the Phase 2 analysis to the Thurston County Board of County Commissioners and responding to public comments.

The scope of work may be amended as the project progresses to expand or reduce the scope. If amendments to the scope are required any contracts in place will be amended accordingly, to reflect a reduction or increase in the costs and timeframes associated with the scope of work.

PROPOSAL SUBMITTALS AND SELECTION

1. Submit six (6) copies of the proposal in time to be received by 4:00 p.m., on September 29, 2017. Late proposals will not be considered.
2. All correspondences should be directed to:
Thurston County Resource Stewardship Department
Celinda Adair, Long Range Planning
Building 1, 2000 Lakeridge Drive SW
Olympia, WA 98502
3. The six (6) hard copies of the proposal may be submitted in person, before 4:00p.m. September 29, 2017, at the following location only:
Permit Assistance Center – ATTN: Celinda Adair, LRP
Building 1, 2000 Lakeridge Drive SW
Olympia, WA 98502
4. No faxed, emailed, or telephone proposals will be accepted

All proposals must be in a sealed envelope and clearly marked “**Proposal for Nisqually Sub-Area Plan Asphalt Reprocessing (Recycling) Policy Amendment Review Project – Analysis of Potential Environmental, Public Health and Transportation Implications.**”

5. Costs of preparation of proposals will be borne by the applicant firm.
6. Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant’s capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
7. Proposals shall be limited to twenty (20) pages. Curriculum Vitae (CVs) will not count toward the twenty (20) pages.
8. Thurston County shall award the contract to the firm whose proposal will best serve the interest of the County, taking into account experience, expertise, price, and product functionality.
9. This request does not constitute an offer of employment or a contract for services.

10. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.
11. The County reserves the right to reject all proposals and re-advertise the RFP.
12. Selection will be made on the basis of the proposals as submitted. The Selection Committee members and County staff and elected officials are not to be contacted by the proposers.

PROPOSAL FORMAT

A qualifying proposal must include the following sections:

1. Bid page summary
2. Project proposal narrative
3. Budget per phase and per task
4. Certification of Compliance form

MINIMUM REQUIREMENTS

The proposal shall include the following information:

1. A CV of each consultant who will work on the project, and the time each consultant will be dedicated to Thurston County's Nisqually Sub-Area Plan Asphalt Recycling Policy Amendment Review Project – Analysis of Potential Environmental, Public Health and Transportation Implications. Include each consultant's experience and expertise in conducting environmental, public health, and transportation impact analysis. Include each consultant's experience working with gravel mining, asphalt recycling, or asphalt production companies, and their experience conducting analysis regarding asphalt production processes including asphalt recycling. Do not submit general qualifications of the firm or any individuals who will not be assigned to work on the county's project.
2. The consultant's approach, work plan, and schedule for providing the required services described in this RFP. The consultant shall describe their plan for engaging with County staff and stakeholders; and include a brief description of at least three relevant projects, including project dates and references.
3. A description of why your particular firm could deliver this project on time and with a high quality product ahead of competitors.
4. The consultant's experience engaging with a diverse group of stakeholders, providing outreach materials that are easy for non-technical individuals to interpret, and maintaining an unbiased perspective while working on a controversial project.

5. The consultant's experience providing thorough documentation of the work conducted including: a) the methods utilized and why these particular methods were used, b) the reasoning behind any decisions to include or disregard information, and c) the interactions with stakeholders and matters discussed.
6. The consultant's cost for providing the required services described in this RFP.

EVALUATION OF PROPOSALS

Each proposal will be evaluated according to the following criteria:

1. Experience and expertise of the firm's project team in identifying and evaluating the potential environmental, public health and transportation impacts of asphalt recycling, asphalt production, and/or other industrial processes.
2. Responsiveness, clarity, and soundness of the approach the firm will take in conducting the analysis required and preparing the deliverables.
3. Cost is a consideration of the evaluation, however, the County is not required to select the proposal with the lowest cost, but is more interested in a pragmatic proposal with realistic cost. It is highly important that consultants are able to complete the scope of work agreed upon within the initial budget quoted and without any expectation of additional funds. *By policy, Thurston County Professional Services Agreements are Not to Exceed total cost amounts in the Agreements. Consultants are cautioned to submit realistic, pragmatic cost proposals.*
4. References for projects of equivalent scope will be consulted to determine the firm's ability to deliver a project on time and within the budget as originally scoped.
5. Presentation (Optional). Depending on the initial review of the proposals received, the County will make a decision on whether or not to conduct interviews. If interviews are held, firms will be required to give a 20-minute presentation followed by approximately 30 minutes of questions by the County and potentially representatives of stakeholder groups.

GENERAL CONDITIONS

1. All materials and images developed during this project will belong to the County. The County will not consider proposals that will require the use of proprietary software or products.
2. The County reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
3. The County reserves the right to request clarification of information submitted, to request additional information from the consultant, and to request an interview with the consultant.

4. The County reserves the right to award the contract to the next most qualified consultant if the successful consultant does not execute a contract within thirty (30) days after notification of the award of the bid.
5. Any proposal may be withdrawn until the date and time set above for submittal of the proposal. Any proposal not withdrawn before the deadline shall constitute an irrevocable offer for the services described in the attached specifications, for a period of ninety (90) days or until one or more of the proposals have been approved by the County, whichever occurs first.
6. The County shall not be responsible for any costs incurred by the consultant in preparing, submitting or presenting its response to this RFP.
7. In order to provide a consistent approach to the project, achieve economies of scale, and minimize disruption of County staff, the County expects to award this proposal to one consulting firm or team.

I have fully read and agree to comply with these provisions:

Questions may be referred to Celinda Adair Associate Planner, at 360-754-3355 x2087 or adairc@co.thurston.wa.us

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