

Request for Proposals
Hazardous Waste Management Plan Revision
January 11, 2024

Thurston County
Public Health and Social Services Department
Environmental Health Division

Proposal Due Date: On or before 4:00 P.M. PDT, January 11, 2024 (new extended date)
Deliver Proposals to: Kimberly Graham, Hazardous Waste Supervisor
Thurston County Public Health and Social Services
3000 Pacific Avenue, S.E., Suite 225
Olympia, WA 98501-8809
Attention: Hazardous Waste Management Plan Proposal
Tel. (360) 867-2586 or email Kimberly.graham@co.thurston.wa.us

INTRODUCTION

Thurston County is seeking a qualified consultant to design, develop, and implement a revised Hazardous Waste Management Plan (HWMP) for the Environmental Health Division.

Consultant will deliver the following services.

- Review and suggest updates to the 2014 Thurston County HWMP. The updates should:
 - Comply with state and local solid and hazardous waste management plan guidelines
 - Provide regional solutions and intergovernmental cooperation
 - Prevent or minimize environmental contamination through planning and project implementation
- Assist with forming a hazardous waste citizen focus group. The focus group would provide input for plan revisions and updates. Focus group participants would be members of the public with an interest in environmental health and safety.

Focus group recruitment and advertising may include outreach to the public by means of:

- Social media platforms
- Email to subject matter experts and stakeholder lists
- Other media outreach (i.e., radio, newspaper)
- Preference given to the consultant that can present a revised plan as an interactive dashboard or storyboard versus the standard document format.

Minority and woman owned businesses are encouraged to submit proposals.

Link to the 2014 Thurston County HWMP: [Hazardous Waste Management Plan 2014](#)

Or copy and paste this URL to your browser:

<https://s3.us-west-2.amazonaws.com/thurstoncountywa.gov.if-us-west-2/s3fs-public/2023-02/Hazardous%20Waste%20Management%20Plan%202014%20Revised.pdf>

SCOPE OF WORK

The successful proposer will, in consultation with Thurston County Environmental Health (TCEH), complete the following:

- Provide TCEH staff with the necessary expertise to complete the Hazardous Waste Management Plan update.
- Use “plain talk” principles and clear language within the HWMP.
- Communication: Meet no less than once per month (at pre-scheduled intervals and dates) with designated Environmental Health staff to discuss plan progress and to resolve issues.
- Provide monthly progress reports and billings.
- Timeline: The project will be completed no later than **December 31, 2024**.

DELIVERABLES

- By April 30, 2024, complete public outreach, including direct engagement of the Thurston County Solid Waste Advisory Committee, related to the contents and format of the current plan and recommendations for improvement.
- By July 1, 2024, complete beta test version of Story Map or other visual framework developed for website presentation
- By September 1, 2024, complete public outreach, including direct engagement of the Thurston County Solid Waste Advisory Committee, related to feedback on the “beta” Story Map or other visual framework developed for website presentation.
- By December 31, 2024, deliver the final Story Map or other visual framework for posting on our internet home page.

INFORMATION REQUESTED

Proposals should provide a straightforward concise description of the consultant’s capability to satisfy the requirements of this process. Responses should be clear and thorough and should avoid extraneous information not pertinent to the requested project.

All proposal responses must be in the following format:

- 1) Cover letter: Include the official name of the proposing firm or individual, the address, phone number, email address, as well as the name(s) of the principal contact person(s). The cover letter must be signed by a person(s) authorized to bind the proposing firm.
- 2) Table of Contents, including a listing of all contents and attachments, if any.
- 3) Firm/Vendor Background: a brief description of the firm as well as the name(s), experience and qualifications of the person(s) who will be performing the services. Indicate whether the firm is an independent entity or part of a larger corporation/organization. Include a general overview of the firm’s services as well as the extent to which the firm has experience with hazardous waste management plan updates.
- 4) References: Provide three or more client references from similar clients (preferably public sector) with which the contactor/vendor has worked within the past five years. Include a contact person, telephone number, email address, mailing address, and a brief description of the services provided.
- 5) If available, provide a work sample of a similar work product.
- 6) Cost Proposal: Provide a cost-not-to-exceed figure that your firm will require to accomplish all aspects of this hazardous waste management plan revision. Provide a comprehensive break down for all costs required to successfully and fully accomplish the Scope of Work.
- 7) Timeline: Provide a timeline illustrating how the firm/vendor will complete this project and all deliverables by the proposed project end-date. Include a statement of what steps and

actions your firm will take to keep the County informed of the project's progress.

SUBMISSION OF PROPOSALS

- 1) Three copies of the Proposal must be submitted to:
Kimberly Graham
Solid & Hazardous Waste Program Supervisor
Environmental Health Division
3000 Pacific Avenue SE, Suite 225
Olympia, WA 98501-8809
kimberly.graham@co.thurston.wa.us
Tel. (360) 867-2586
- 2) No information other than that set forth in this document and its attachments will be available prior to submitting proposals.
- 3) Submittals must be received no later than **4:00 p.m. PDT on January 11, 2024**
Submittals received after this date will not be considered. All questions regarding this project should be directed to Kimberly Graham, Solid & Hazardous Waste Program Supervisor at 360-867-2586 or kimberly.graham@co.thurston.wa.us.
- 4) All proposals and materials submitted become the property of Thurston County and are considered public records subject to public disclosure. Materials submitted will not be returned.

EVALUATION CRITERIA

Submissions that do not include all required information as specified in this Request For Proposal will be disqualified from further consideration.

Proposals will be evaluated using the following criteria:

- Completeness, thoroughness, and responsiveness of the submission to all the required elements of this project.
- Background and experience providing relevant and similar services and products to similar clients
- The consultant's ability to manage and coordinate this project effectively with County staff, as evidenced by previous experience, success, and approach taken with this submitted proposal.
- Project staff qualifications and background
- Total not-to-exceed cost
- Timeframe – how thoroughly the proposal describes what steps/approaches would be taken to ensure timely and complete delivery of services/products, as well as demonstrated past success with timely delivery of excellent work
- Strength of References

Following receipt of proposals, the County may request clarification and/or additional information regarding qualifications or technical or contractual matters.

SELECTION PROCESS

Proposals will be reviewed by a team of County staff based on the Evaluation Criteria.

Finalists may be selected for interview as a part of the selection process.

The County may check references and conduct investigations as necessary to determine the ability of proposers to perform the project, and to verify the representations made in the selection process. The County may also obtain and use information in addition to that contained in the proposals from any source desired. This includes government regulators and customers of the proposers, regardless of whether the references were supplied by the proposers.

APPROXIMATE SCHEDULE AND PROCESS

NOTE: The dates in the schedule are projected and are subject to change.

EVENT DATE/DEADLINE

RFP sent to vendors

by email or mail.

Tuesday, December 5, 2023

Three (3) copies of Proposal must be submitted
to Thurston County

On or before 4:00 p.m. PDT

January 11, 2024

Review of Proposals: **January 17, 2024**

Vendor selection and notification of award: **January 19, 2024**

Negotiate and execute contract: **January 22 – February 23, 2024**

Project kick off meeting with Environmental Health staff: **by February 26, 2024**

Deliverables completed by: **December 30, 2024.**

COST OF QUALIFICATION PRESENTATION

Costs incurred in preparing and presenting a proposal may not be charged to Thurston County.

FEE, CONTRACT AND NEGOTIATIONS

Thurston County will require the selected proposer to sign a Professional Services Contract for this project in substantially the form attached to this RFP. The proposal selected will be incorporated by reference into the contract. By submitting a proposal, each proposer certifies it

is able to meet all requirements of the proposed contract attached.

If the selected proposer fails, neglects, or refuses to execute a contract within the timeframe specified by the County, the County may terminate negotiations with that proposer and proceed to negotiate with another proposer or terminate negotiations with all proposers.

NONDISCRIMINATION

Thurston County encourages proposals from minority, women and disadvantaged business enterprises. Thurston County does not discriminate on the basis of race, color, creed, ethnicity, religion, national origin, age, sex, marital status, veteran or military status, sexual orientation or the presence of any disability.

PROCEDURES WHEN ONLY ONE PROPOSAL IS RECEIVED

In the event only a single responsive proposal is received the County may evaluate the proposal or may reject such proposal.

CANCELLATION OR REJECTION OF PROPOSALS

Thurston County retains the right to reject any or all proposals for good cause, and may reject a proposal not accompanied by any information required by this Request for Proposal or a proposal in any way materially incomplete or irregular. In the event of a cancellation or if all proposals are rejected, all proposers will be notified by the County via email, facsimile or electronic means.

WITHDRAWAL OR MODIFICATION

The Consultant has no right to withdraw or modify the proposal for any reason whatsoever after the time set for the opening thereof, unless the award of the Contract is delayed for a period exceeding forty-five (45) calendar days from the time set for opening of the proposals.

AWARD

A contract will be awarded to the responsive and responsible proposer whose proposal is the most advantageous to the County based on the Evaluation Criteria. It is the sole discretion of the County to award or not award a contract.

Additional attachment: Professional Services Contract Sample