

**Thurston County  
REQUEST FOR PROPOSALS**

**Analysis of Potential Environmental and Public Health Implications of  
Asphalt Recycling in the Nisqually Sub-Area Based on Existing Scientific Information**

Thurston County, Washington, is seeking proposals from qualified firms to conduct an analysis of the potential environmental and public health implications of asphalt recycling in the Nisqually sub-area based on existing scientific information. The analysis will involve identifying, reviewing and evaluating existing scientific information relating to potential environmental and public health implications of asphalt recycling, with a focus on water quality. The analysis will also involve consideration of the limitations and applicability of the existing scientific information and the identification of any key data gaps. This analysis is to be conducted in support of the County's broader project considering a proposed revision to the Nisqually Sub-Area Plan (NSAP) asphalt recycling policy E.5. The proposed revision would remove the prohibition on asphalt recycling within gravel pits in 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 for members of the public 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 to assess potential implications of the proposed policy change on the Nisqually sub-area. County staff will conduct a portion of the analysis work required. However, an external consulting firm will be hired to identify, review, and evaluate existing scientific information that explores what if any environmental or public health risks are associated with asphalt recycling, with a focus on water quality concerns. The external consulting firm will then report on their findings. The external consulting firm will be selected through the Thurston County Request for Proposals (RFP) process.

## **REQUIRED SERVICES**

The firm who is ultimately selected through the RFP process will identify, review, and evaluate existing scientific information relating to asphalt recycling with a focus on water quality. The firm will conduct an analysis of the potential environmental and public health implications of asphalt recycling occurring within the Nisqually sub-area based on existing scientific information. The analysis will also involve consideration of the limitations and applicability of the existing scientific information and the identification of any key data gaps. Firms will be evaluated through the RFP process.

There is also a requirement for the external firm selected to have a limited level of engagement with stakeholders regarding the methods and outputs of the analysis conducted. This would primarily involve attending Thurston County Planning Commission and Board of County Commissioners meetings for the project to provide technical information and respond to technical questions. There is also a requirement for the selected firm to provide assistance to County staff to deliver the analysis results to stakeholders by providing technical content suitable for outreach purposes that staff can incorporate into outreach materials. The selected firm will also be required to assist County staff in responding to any technical questions received, on an as-needed basis.

Below are the minimum required services for the work to be conducted:

### **1. Work with County staff to gain an understanding of:**

- a. The environmental and public health concerns that have been raised regarding allowing asphalt recycling within the Nisqually sub-area.
- b. The unique features of the Nisqually sub-area (environmental, land-use, etc...)
- c. The broader Nisqually sub-area asphalt recycling policy E.5 review project.

### **2. Identify, review, and evaluate existing scientific information pertaining to the recycling of asphalt.**

- a. Conduct extensive research and identify existing studies and information that relate to or directly address the potential environmental and public health implications of asphalt recycling (water quality, etc...).

- b. Complete a thorough review of the studies and information identified, including information provided by County staff and/or members of the public (methods, data/information, and findings) in order to:
  - i. Evaluate the information to ensure valid/appropriate scientific methodologies were used to develop the findings.
  - ii. Assess the limitations of any analyses conducted and the resulting findings. Determine if there is a sound scientific basis for applying the findings to this inquiry into the potential implications of allowing asphalt recycling in the Nisqually sub-area. Taking into consideration the unique features (environmental, land-use, etc...) of the Nisqually sub-area.
  - iii. Consider all applicable information and identify what conclusions can be drawn; determine what if any potential implications can be identified based on existing scientific information.
- c. Provide a written report that includes:
  - i. A complete list of all studies and information identified and reviewed.
  - ii. The results of the evaluation and assessment work for each study. With detailed notes regarding why the information reviewed was determined to be or not to be applicable to this inquiry.
  - iii. The results from the consideration of applicable information:
    - What the applicable findings were and what conclusions can be drawn, based on those findings, regarding the potential implications of allowing asphalt recycling in the Nisqually sub-area.
    - Note any conflicting findings.
    - Note any information gaps
- 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.

**3. Stakeholder Engagement/Outreach as detailed below.**

- a. Assist the County in preparing outreach documentation for distribution to stakeholders by providing relevant content in a timely manner.
  - Outreach documentation will need to clearly convey the scope of work, what information was identified and reviewed, and the results of the analysis of that information.
- b. Provide updates in person to staff, and draft content for staff to incorporate into materials for the Thurston County Planning Commissioners and the Board of County Commissioners, on an as-needed basis.
- c. Assist County staff with presenting information regarding the analysis conducted to the Thurston County Planning Commission, the Board of County Commissioners, and other meeting attendees. Please provide an hourly rate for attending meetings.
- d. Assist County staff with responding to questions and comments regarding the analysis conducted from the Planning Commission members, the Board of County Commissioners or the general public.

**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 November 7, 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. November 7, 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 the Analysis of Potential Environmental and Public Health Implications of Asphalt Recycling in the Nisqually Sub-Area Based on Existing Scientific Information.**”

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 Vitaes (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 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 the analysis work. Include each consultant's experience and expertise in conducting analyses related to water quality, asphalt recycling, and asphalt production. Please specifically highlight any experience conducting analysis regarding asphalt production processes and water quality, especially 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 work plan and schedule for providing the required services described in this RFP. 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 presenting information to or fielding questions from elected officials or the general public, providing content for outreach materials that non-technical individuals will be able to interpret.
5. The consultant's experience maintaining confidentiality and neutrality while conducting analysis for a controversial project.

6. The consultant's experience providing thorough documentation of the work conducted including: the analysis approach taken and the reasoning behind any decisions to include or disregard information.
7. The consultant's cost for providing the required services described in this RFP. To include a detailed breakdown of the stakeholder engagement/outreach required services with hourly rates as requested.

## **EVALUATION OF PROPOSALS**

Each proposal will be evaluated according to the following criteria:

1. Experience and expertise of the firm's project team in relation to the required services. A proposal that ensures staff with relevant scientific expertise and experience have their time dedicated to the project at adequate levels to ensure high quality analysis and deliverables.
2. The proposal is comprehensive in responding to the required services and clearly demonstrates that the firm can provide the required services, meet the minimum requirements, and produce the requested 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.* The proposal must clearly present and explain costs.
4. The proposal dedicates adequate staff resources to complete the project within a timely and efficient manner. 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. The proposal presents a sound approach to the required analysis and is clearly written, logically organized, and concise.
6. 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:

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

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