

**Thurston County**  
**REQUEST FOR PROPOSALS**  
**SEPA Review for the Skookumchuck Wind Energy Proposal**

*Deadline: November 13, 2017*

Thurston County, Washington, is seeking proposals from qualified firms to conduct State Environmental Policy Act (SEPA) mandated review of a proposed wind power electrical generation project (Project), subject to applicable State law (RCW 43.21C and WAC 197-11) and Thurston County Code (TCC 17.09).

**GENERAL INFORMATION**

Thurston County (County) has received a Special Use Permit Application from Skookumchuck Wind Energy Project LLC to construct and operate a wind power electrical generation facility to be located on Weyerhaeuser timber lands east and south of Skookumchuck Lake. The project straddles the Thurston County and Lewis County boundary. The Special Use Permit application submitted to the County is for the portion of the project located in Thurston County. Separate applications will be submitted to Lewis County for the portion of the project located in Lewis County.

A total of up to 51 wind turbines are proposed along with a 5-acre Operation and Maintenance Yard, electrical intertie lines, an electric transmission line, and access roads. A maximum of 8 wind turbines would be located in Thurston County with the rest in Lewis County. Each turbine structure would consist of a 344-foot tall tubular tower topped with a nacelle and rotor blades. The sweep diameter of the rotor blades will be approximately 446 feet. The maximum height of each turbine to the top of the fully extended blade would be 499 feet. The 5-acre Operation and Maintenance Yard would be located on Weyerhaeuser owned property at 16340 Vail Loop Road SE in south Thurston County. A new transmission line to transport electricity to the existing Puget Sound Energy Tono sub-station would be located in Lewis County. Access to the turbines would be over Weyerhaeuser timber roads. The proposed facility has a nameplate capacity of up to 176 megawatts.

Thurston County anticipates that a Memorandum of Understanding (Thurston County Contract 27L-2017-1) with Lewis County will be soon be executed, designating Thurston County as the lead agency under SEPA. The project applicant stipulates to the issuance of a Determination of Significance (DS) under SEPA and for the preparation of an Environmental Impact Statement (EIS).

Application materials submitted as part of the Special Use Permit application can be reviewed online at: <http://www.co.thurston.wa.us/wl-dspublic/customsearch.aspx?searchname=search>. Under "Search Options", use 2017101332 as the Project Number.

## **REQUIRED SERVICES**

The scope of this contract is to assist the County in its SEPA review activities including: coordination of the SEPA EIS scoping process, completion of a Draft Environmental Impact Statement (DEIS), coordinating the public comment process on the DEIS, reviewing and responding to public comments received on the DEIS, preparing the Final Environmental Impact Statement (FEIS), assisting with any SEPA related appeals, and assisting with the public hearing for the Special Use Permit and other related permits.

The consultant selected by the County under this RFP will be responsible for and will conduct the following activities:

1. Plan, coordinate, and participate in, two public SEPA EIS scoping meetings, one each to be held in Thurston and Lewis counties, near the Project location.
2. Review comments received on EIS scope and identify significant impacts/issues to be addressed in the DEIS. The County retains authority to determine the impacts/issues to be reviewed in the DEIS.
3. Identify information needed to adequately review the scoped impacts/issues. Identify studies necessary to gain the needed information and direct acquisition of the studies. The Applicant may have prepared much of the information.
4. Review information provided by the Applicant, including Applicant provided draft of the DEIS. Make corrections and additions as necessary to formulate a complete, adequate, and objective DEIS for public review. The County retains authority to approve the draft DEIS. Coordinate with the County and Applicant to finalize and issue the DEIS for public comment.
5. Plan, coordinate, and participate in, up to two public comment meetings on the DEIS, one each to be held in Thurston and Lewis counties, near the Project location.
6. Collate and review comments received by the County on the DEIS, and prepare responses thereto.
7. Coordinate with the County and Applicant to identify changes to the DEIS based on comments received. Prepare a FEIS for County approval and assist as necessary in issuance of the FEIS.
8. Provide as needed, technical assistance on environmental, social and economic matters that may arise throughout the County's SEPA review of the Project. If the County determines additional work is needed it will negotiate the scope and budget for this work prior to issuing a task order.

9. Provide assistance as needed related to any SEPA appeals.
10. Assemble the SEPA record
11. Assist with drafting the staff report for the Special Use Permit and other associated land use/shoreline applications issued by Thurston County.
12. Attend the public hearing on the Special Use Permit and provide relevant testimony as necessary.

### **PROPOSAL SUBMITTALS AND SELECTION**

1. The County offers an optional pre-submittal conference scheduled for 1:00 pm to 2:00 pm, Wednesday, November 1, 2017, in Room 152, Building 1, Thurston County Courthouse, 2000 Lakeridge Drive SW, Olympia, Washington. The purpose of the meeting is to allow prospective respondents to ask questions of County staff. An Applicant representative may also be present. Proposers are highly encouraged to participate but not required to participate to be eligible to propose. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-proposal conference.
2. Submit 6 hard copies and one digital copy of the proposal in time to be received by 4:00 pm November 13, 2017. The submitter has full responsibility to ensure the response arrives at the County within the deadline. A response received after the deadline may be rejected unless waived as immaterial by the County given specific fact-based circumstances.
3. All correspondences should be directed to:  
Thurston County Resource Stewardship Department  
Attn: Robert Smith  
2000 Lakeridge Drive SW  
Olympia, WA 98502
4. No faxed, emailed, or telephone proposals will be accepted
5. All proposals must be in a sealed envelope and clearly marked "Proposal for Skookumchuck Wind Energy SEPA Review."
6. Costs of preparation of proposals will be borne by the applicant firm.
7. 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.

8. Proposals shall be limited to twenty (20) pages. Curriculum Vitae (CVs) will not count toward the twenty (20) pages.
9. Thurston County shall award the contract to the firm whose quote or proposal will best serve the interest of the County, taking into account price as well as considerations including, but not limited to, experience, expertise and product functionality.
10. This request does not constitute an offer of employment or to contract for services.
11. 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.
12. The County reserves the right to reject all proposals and re-advertise the RFP. The County also reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions in the RFP.
13. Selection will be made on the basis of the proposals as submitted. The Selection Committee members 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 Thurston County's Skookumchuck Wind Energy SEPA Review. Include each consultant's experience and expertise in conducting SEPA Environmental Impact Statement preparation and review. Also include each consultant's knowledge and experience with wind energy project reviews. 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 federal, state, and local agencies, county staff and other stakeholders; and include a brief description of at least three similar projects, including project dates and references.
3. A description of why your particular firm could deliver this project on time and ahead of competitors.
4. The consultant’s cost for providing the required services described in this RFP. By policy, Thurston County Professional Services Agreements are Not to Exceed Agreements. Consultants are cautioned to submit realistic, pragmatic cost proposals.
5. Presentation. Firms will be required to give a 20-minute presentation followed by approximately 40 minutes of questions by county staff and representatives.

**EVALUATION OF PROPOSALS**

The County’s evaluation team will determine which proposal can best serve the County’s goals. The evaluation is not limited to, but will focus on the following aspects:

1. Experience and expertise of the firm’s project team in conducting SEPA review and Environmental Impact Statement preparation.
2. Knowledge and experience of the firm’s project team with wind energy project reviews.
3. Responsiveness, clarity, and soundness of the approach the firm will employ in conducting SEPA review and Environmental Impact Statement preparation.
4. Realistic costs that align with the consultant’s resources and ability to deliver a project on time and within the budget.

Proposals will be evaluated and ranked or scored as follows:

Project Team .....	30 pts
Proposer Resources...	25 pts
Proposer Approach ...	35 pts
Cost Proposal .....	10 pts
Total .....	100 pts

**GENERAL CONDITIONS**

1. This is a project will be funded by the Applicant for the Skookumchuck Wind Energy project, however, 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 Consultant must meet all applicable licensing requirements immediately after contract award or the County may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and any other business license, if required by law. Carefully consider those costs before submitting an offer, as the County will not separately pay or reimburse such costs.
3. The County reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
4. It is the proposer's responsibility to respond to this RFP in a way that does not require interpretation or clarification by the County. 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.
5. 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.
6. The County may make changes to this RFP if, in the sole judgment of the County, the change will not compromise the County's objectives in this solicitation. Any change to this RFP will be made by formal written addendum issued by the director of the Resource Stewardship department and shall become part of this RFP.
7. Prior to the submittal due date, a Consultant may change its proposal, if initiated and dated by the Consultant. Alternatively, Consultant may send, by email, an updated version of the proposal before the deadline outlined on page 1. The most recent version of the proposal will then be considered and the older version will be discarded. No changes are allowed after the closing date and time.
8. 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.
9. The County shall not be responsible for any costs incurred by the consultant in preparing, submitting or presenting its response to this RFP.
10. 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:

Robert Smith, Senior Planner, at 360-754-4023 or [smithr@co.thurston.wa.us](mailto:smithr@co.thurston.wa.us).

Or

Mike Kain, Planning Manager, at 360-786-5471 or [kainm@co.thurston.wa.us](mailto:kainm@co.thurston.wa.us).

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