



INTEGRATED SOLID WASTE MANAGEMENT PLAN UPDATE
Project #: 2023-07-PW



May 22, 2023
TULALIP TRIBES PUBLIC WORKS DEPARTMENT
6729 Totem Beach Road, Tulalip, WA 98271

The Tulalip Tribes

REQUEST FOR PROPOSAL

INTEGRATED SOLID WASTE MANAGEMENT PLAN UPDATE

1. INTRODUCTION

The Tulalip Tribes of Washington (Tribes) is currently seeking Proposals from qualified firms to provide **Consulting Services** for an Integrated Solid Waste Management Plan (ISWMP) Update. The existing ISWMP has exceeded its planned duration and requires an update. The update to the ISWMP will include a comprehensive evaluation of the existing solid waste generated by customers of the Tulalip Tribes Solid Waste Division. The evaluation of future waste disposal and recycling needs will also be included in the ISWMP. The ISWMP will include capital facility program planning and capital improvement project budgeting.

2. SUBMITTAL REQUIREMENTS

The following categories will be used to evaluate the competitiveness of bids received.

1. Qualifications/Expertise of Organization - 10 points
2. Qualifications of Proposed Staff - 20 points
3. Experience Working with Tribes – 20 points
4. Proposed Project Approach - 30 points
5. Proposed Cost per Work Item - 20 points

Provision of a detailed cost proposal based upon the Scope of Work items and certified by signature as being valid for at least 180 days is required. A company fee schedule detailing all personnel billing rates is also required.

Proposals must be received electronically via email to the project manager, Sam Davis, Interim COO, at sdavis@tulaliptribes-nsn.gov and Nicole Smith at nicolesmith@tulaliptribes-nsn.gov no later than **2:00 PM, Pacific Standard Time, June 12, 2023**. No hard copy proposals will be accepted. Faxed submittals will not be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. It is the responsibility of the proposer to ensure that electronic submissions are received by the established deadline. For questions about the electronic submittal process contact Sam Davis, Interim COO and Nicole Smith, Senior Project Manager.

Sam Davis, Interim COO
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3. INTERVIEW

After reviewing the submissions, the selection committee may elect to conduct interviews with a short-list of proposers.

4. FINAL SELECTION

The Tulalip Tribes intends to select the team that meets the criteria set above from the proposal and the interview (if needed). Final selection must be approved by and shall be at the sole discretion of the Tulalip Tribes' Board of Directors. The Tulalip Tribes reserves the right to select any responsive and responsible proposer.

5. SCOPE OF SERVICES OUTLINE

Integrated Solid Waste Management Plan Update

Task 01 – Project Management

Objectives

Project management services include direction of the staff work required to meet the objective, coordination with the Tribes, management of subconsultant's work, cost tracking, reporting, and invoicing. It is assumed that the work of Task 01 will occur over approximately six months (June through December 2023).

Deliverables

- Monthly invoices with progress reports
- Kick-off meeting notes

Meetings

- Project kick-off meeting

Task 02 – Integrated Solid Waste Management Plan Update

Subtask 02-01 – Initiation of Plan Update Process

Objective/Goal

To provide for the development of the methodology, process, and schedule for developing the Integrated Solid Waste Management Plan Update (Plan). The Consultant will interview and meet with the Tribes' staff through a virtual kick-off meeting to develop a process for updating the Plan. Anticipate that the discussion will include:

- Past plan goals and recommendations status
- Tribes' stakeholder involvement and identification of other stakeholders
- Assigning responsibility for tasks (such as organizing meetings)
- Process and timeline for Plan updates and review cycles
- Facilitating review by appropriate agencies and EPA/BIA
- Public involvement strategy and stakeholder engagement

Drawing upon this information and experience with other solid waste planning processes, the Consultant will create a draft step by step methodology memorandum for the Tribes' staff to review and will finalize it based upon staff comments. The memorandum will include a schedule for Plan development and approval process, and a strategy for public involvement and stakeholder engagement.

Assumptions

- In advance of the initiation meeting, the Tribes' staff will provide the Consultant with disposal and recycling data for the last 10 years, the status of recommendations from past plans, and any other

information the Tribes deems pertinent to initiating the Consultant with solid waste planning in the jurisdictional area of the Tulalip Tribes.

- The schedule included in the methodology will be a working document throughout the Plan update process.

Deliverables

- Draft and Final Methodology Memorandum (Word and PDF)

Subtask 02-02 – Preparation of the Preliminary Draft Plan

Objective and Approach

To prepare a preliminary draft Plan that accounts for changes in the solid waste management system within the jurisdiction of the Tulalip Tribes. The Plan update will guide solid waste handling practices to meet future needs and will follow USEPA guidelines (<https://www.epa.gov/tribal-lands/developing-tribal-integrated-waste-management-plans#3>). For solid waste facility and operations context, the Plan will also be informed by the Snohomish County Solid Waste Management Plan.

Activities for the preparation of the draft Plan include:

- Update Existing Conditions. The Consultant will update the existing conditions for each chapter through coordination with the Tribe and review of online resources. The following table summarizes the Plan by chapter:

| Chapter | Primary Elements to Update/Prepare |
|---|---|
| Executive Summary | New recommendations matrix and schedule |
| Chapter 1 Introduction | Recommendations table; Tulalips planning documents and zoning; census data, population growth, land use percentages, and largest employer data as available. |
| Chapter 2 Waste Generation and Projections | Waste disposal and recycling quantities, trends discussion; per capita waste generation numbers; disposal tons at the Tulalips’ transfer station and on-reservation waste collection. Use Ecology’s most recent Waste Characterization Study and waste projections. |
| Chapter 3 Education and Outreach, Waste Reduction and Recycling | Update recycling and diversion quantities, designated recycling list, curbside counts, and data for large commercial generators. |
| Chapter 4 Collection Services | Waste collection numbers by collection type, population and housing density table, population growth table |
| Chapter 5 Solid Waste Facilities | Waste generation quantities, operations, discussion of transfer station planning efforts |
| Chapter 6 Administration and Enforcement | Tribal code citations and enforcement |

- Review Past Plan Recommendations. Goals and recommendations from the Tribes’ past plan will be reviewed and evaluated to assess the performance of the solid waste management system against the recommendations. This is particularly important because often the system is meeting the goals set in the plan and there may not be a need for any significant changes in certain operations. Current solid waste regulations and policies would also be reviewed to determine if there are any changes to the solid waste system that will be required by those regulations.
- Review Existing Solid Waste Handling System. The Consultant will interview the Tribes’ staff to determine what areas are needed for improvement in the solid waste handling system, and options for achieving improvement. This also involves reviewing the past plan to identify other areas where updates may be useful. The result of this task will be a list of areas in the current solid waste handling system that must or could be improved (e.g., options for material recycling).
- Develop Draft Options. Once the list of areas for improvement is complete, the Consultant will work with the Tribes’ staff to develop a list of options for achieving improvements. Input to the options will be introduced during stakeholder meetings. Once the options are developed, the

Consultant will work with the Tribes' staff to develop a list of criteria for evaluating options. These criteria may include cost-effectiveness, feasibility, long-term viability, resilience, environmental soundness, and regulatory compliance. Each option will be ranked through coordination with the Tribes staff and stakeholders. Those that receive the highest rankings will be selected as recommendations.

- Assemble Preliminary Draft Plan. The Preliminary Draft Plan will involve coordination with staff and stakeholders on changes and revisions to each chapter. The Consultant will revise and update chapters based on comments and prepare the Preliminary Draft Plan for review by participating jurisdictions and the public.

Assumptions

- The Tribes' staff will assist by providing information and perspective through research and writing tasks assigned by the Consultant.
- EPA's Waste Reduction Model (WARM) will be used to provide a high-level comparative assessment of select solid waste management options based on the Alternatives Analysis. This will be summarized. A memorandum may be included in the appendix providing a discussion of the inputs and outcomes to WARM as applied to the Alternative Analysis.
- Two Consultant staff will perform one field reconnaissance of select solid waste facilities operated by the Tulalip Tribes and attend three virtual meetings with staff and stakeholders.
- The Tribes will collect and organize the review comments, including providing clear direction on the appropriate response/revision when comments are in conflict or unclear.

Deliverables

- PowerPoint presentations for the three staff/stakeholder meetings
- Draft and final options matrix and evaluation ranking criteria
- Draft and final options matrix with rankings
- Individual chapter updates
- Appendix updates/additions: WARM memorandum
- Preliminary Draft Plan (Word and PDF)

Subtask 02-03 – Prepare Final Draft Plan

Specific components of the work to complete this task include:

- Revisions. The Consultant will consolidate and incorporate input on the Preliminary Draft Plan from the Tribes' staff, stakeholders, and Tribal members into the Final Draft Plan. This process likely will involve some iterations to achieve agreement.
- Review Changes and Prepare Final Draft Plan. The Consultant will circulate the Final Draft Plan to the Tribes to distribute and coordinate with stakeholders one last time to ensure agreement upon all the changes. Final changes will be incorporated into a Final Draft Plan.

Assumptions

- The Tribes will coordinate the final review and communicate to the Consultant any final changes necessary to complete the Final Draft Plan.

Deliverables

- Meeting notes
- Final Draft Plan (Word and PDF)

Additional Services

The Tulalip Tribes reserves the right to request additional services including survey, environmental permitting, design, and construction assistance for the ISWMP update. Fees for additional services are not required with the proposal nor will they be included in the evaluations or selection.