



TRANSFER STATION FACILITY PLANNING
Project #: 2023-06-PW



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

The Tulalip Tribes

REQUEST FOR PROPOSAL

TRANSFER STATION FACILITY PLANNING

1. INTRODUCTION

The Tulalip Tribes of Washington (Tribes) is currently seeking Proposals from qualified firms to provide **Consulting Services** for Transfer Station Facility Planning. We are interested in conceptual planning for a Tulalip solid waste transfer facility that would be suitable for receiving and transferring municipal solid waste, self-hauled recyclables, yard waste, and selected special wastes such as batteries, used motor oil, antifreeze, propane canisters and limited electronic waste.

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
The Tulalip Tribes
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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

Transfer Station Facility Planning

Task 01 – Project Management

Objectives

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

Assumptions

- Phase I duration will be six months

Deliverables

- Monthly invoices with progress reports (6)
- Kick-off meeting notes

Meetings

- Project kick-off meeting

Task 02 – Transfer Station Facility Planning

The Consultant will work with the Tribes to prepare up to three alternative site development plans that explore the potential of a selected site for a new transfer station. The work will include the following subtasks:

Subtask 02.01 – Needs Assessment

The Consultant will gather operational information including identifying the types of materials to be received at the facility, hours of operation, and transfer technologies to be employed. This will include developing 20-year forecasts of material quantities by type and customer counts for the facility. A facility programming statement will be developed and reviewed with the Tribes in a facility programming workshop. The finalized programming statement will be the basis for developing alternative site and facility layouts.

Subtask 02.02 – Siting

Using the facility program requirements, the Consultant will develop a non-site specific facility layout that will be used to identify candidate sites within the tribal boundaries for siting a new transfer station. In addition, the Consultant will develop a list of site selection criteria that will be used to screen and rank potential sites. These criteria will be reviewed with the Tribes and finalized. The Consultant will then work closely with the Tribes to identify up to three candidate sites that could be suitable for development of the transfer station. The sites will be visually inspected by the Consultant team and then evaluated and ranked using the siting criteria and a preferred site will be selected by the Tribes.

Subtask 02.03 – Conceptual Planning

Using existing, available site data (topographic mapping, current usage, utility access, sensitive area information, GIS mapping, etc.) the Consultant will prepare up to three conceptual alternative site development plans that explore the site potential for developing facilities to meet the identified operational and environmental needs at the site. The plans will consider the feasibility of supplying utility connections (water, sewer, electrical power, communications and surface water management) to the facilities. Conceptual level cost estimates will be prepared for each site development plan. The plans and cost estimates will be submitted to the Tribes as an initial draft for review and then discussed in a development workshop.

Following the development workshop, the Consultant will advance the preferred alternative site development plan to a final conceptual level, along with plan(s) showing major new facilities in plan, elevation and section. The Consultant will prepare an updated conceptual level capital cost estimate for the preferred plan, and a development plan memorandum that evaluates the strengths and weaknesses of the plan. The memorandum will include a discussion of the utility requirements, permit requirements, environmental review requirements, conceptual site capacity and potential future expansion, and potential development issues and risks which could impede or prohibit the development. The memorandum will be submitted in draft form for the Tribes' review. The Tribes' review comments will be discussed in a conference call following which the memorandum will be finalized.

It is assumed that it will require approximately 4 to 5 months in order to complete the work of Task 02, assuming a one-week Tribes review period for the draft alternative development plan submittal.

Deliverables

- Request for information
- Facility Programming Statement
- Alternative site development plans, draft and final
- Development plan memorandum, draft and final

Meetings/Site Visits

- Kickoff/Programming meeting
- Site Inspection
- Alternative site development plans review meeting

Additional Services

The Tulalip Tribes reserves the right to request additional services for future phases depending on the results of the Tasks listed above. Additional phases include, but are not limited to, surveying, right-of-way acquisition, environmental engineering, environmental permitting, and construction assistance. Fees for additional services are not required with the proposal nor will they be included in the evaluations or selection.