

DRAFT

Request for Proposals

For development of a

Sustainable Materials Management Plan

Benton County
4500 SW Research Way
Corvallis, Oregon 97333

Issue Date: -----, 2023

Response Due Date: 4:00 pm Pacific Daylight Time on -----, 2023

I. **INTRODUCTION**

The Benton County seeks proposals from qualified proposers for the development of a local/regional Sustainable Materials Management Plan. The primary purpose of the plan will be to assist the County and others in determining methods to reduce the full life cycle impacts of materials, including materials management in the end-of-life phase.

Current and proposed materials management system elements (including waste prevention, collection, recovery, and disposal) will be analyzed for environmental, social (including equity

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and health), and economic costs and benefits across the complete lifecycle of materials. The plan will acknowledge the regional nature of materials life cycles and will emphasize regional approaches to sustainable materials management, while highlighting unique resources available to Benton County and the region. The plan will be developed with extensive public engagement and will be designed to include principled engagement for intentional, constructive community feedback.

[Notes in italics are for information only and will be removed from the Final Draft RFP]

[NOTE: SMMP R-14: “Members of this BCTT SMMP subcommittee could be asked to participate in subsequent stakeholder group meetings for RFP development and review. Benton County’s Advisory Committees related to SMMP work should have an advisory role during the development of the plan.”]

II. BENTON COUNTY CONTACT

Daniel Redick, Solid Waste Program Coordinator

Phone: (541) 766-6819

Email: Daniel.Redick@BentonCountyOR.Gov

All questions should be directed to Benton County Solid Waste Program, Attn: Mr. Redick.

III. SCHEDULE

RFP issue date: -----, 2023

Deadline for questions or clarifications: -----, 2023

Proposals due: -----, 2023

[NOTE: SMMP R-: “The RFP Release/Announcement should 1) communicate an expectation that this plan can be approached by teams (multiple firms), instead of just single firms, 2) put guidelines on the size/length of proposals and sections of proposals, and 3) be distributed to allow enough time for it to be posted to various trade groups, shared with underrepresented groups, and internationally minded outlets.”]

IV. SUBMITTAL REQUIREMENTS

Proposals must be received by 4:00 p.m. on -----, 2023 via email, mail, or delivery.

[INSERT: Description of physical submittal requirements, copies, page limits, County property, public record, confidentiality process, registering contact information prior to submittal. This section will be completed on advice of counsel and consistent with Benton County Code.]

Emails, envelopes or packages must be clearly marked “Benton County SMMP RFP” and addressed to:

Benton County, SMMP RFP

Attention: Daniel Redick

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Daniel.Redick@BentonCountyOR.Gov
4500 SW Research Way
Corvallis, Oregon 97333

V. BACKGROUND

Benton County is a political subdivision of the State of Oregon located in central western Oregon, roughly 80 miles south of Portland, OR, and 30 miles east of the coast. Benton County has a population of about 98,000 people, including of the five incorporated cities: Corvallis, North Albany (Albany is partially within Benton County), Philomath, Adair Village, and Monroe, and several unincorporated communities. Corvallis is the largest city in Benton County with over 60,000 people and is home to Oregon State University. Approximately 20,600 people reside in unincorporated rural areas of the county, including about 16,200 outside of Urban Growth Boundaries. The Benton County Wasteshed is comprised of waste generated within the County's boundaries, including waste from incorporated cities and unincorporated areas.

The Benton County Wasteshed generated approximately 102,000 tons of waste in 2021, disposing about 67,000 tons, and recovering 35,000 tons (34.4% recovery rate). The Wasteshed has a recovery rate goal of 44% by 2025. Waste recovery, disposal, and waste generation are trending upward. The Benton County Wasteshed is part of a regional Mid-Willamette Valley waste stream, and part of the larger Oregon's statewide waste stream.

[Oregon's consumption-based greenhouse gas \(GHG\) emissions in 2015](#) show that 98.6% of the greenhouse gas emissions resulting from the consumption of materials in Oregon occur during the production and supply chain, transportation, wholesale, and retail, and use life-cycle phases. 1.4% of emissions occur in the post-consumer disposal life-cycle stage (which includes waste collection, landfilling, and recycling). While solid waste management planning typically focuses on materials' end-of-life, Benton County aims to also address upstream emissions from life-cycle stages prior to post-consumer disposal to more effectively reduce impacts associated with the consumption of materials, including GHG emissions.

Benton County administers a solid waste collection franchise for unincorporated areas, from which comingled recycling, mixed organics (food and yard debris), and disposal (landfill-bound material), are available to all residents and businesses county-wide through weekly curbside collection. Each incorporated city also has agreements with the same franchisee, providing at a minimum the same solid waste collection service as the unincorporated areas of the county. The local collection system does not use any transfer stations. At the direction of the solid waste collection franchisee, landfill-bound materials are disposed at Coffin Butte Landfill, mixed organics are composted at Pacific Region Compost (PRC, located near the Coffin Butte Landfill), and comingled recyclables are baled at a facility in Albany, Oregon and then transferred to a Material Recovery Facility (MRF) in Clackamas, Oregon for recovery. Community members are also allowed to self-haul materials.

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Solid waste generated in Benton County is primarily disposed at Coffin Butte Landfill located north of Corvallis in Benton County. The privately-owned and operated landfill has been in operation since the 1940s and is expected to fill its currently permitted air space volume between 2037-2039. Approximately 1,046,000 tons of total solid waste was placed at the landfill in 2021. The Benton County Wasteshed generates roughly 11% of that total annual tonnage; most of the material originates in other wastesheds in the region. Benton County administers a solid waste disposal site franchise agreement, as the host county for the regional Coffin Butte Landfill.

In September 2022, the Board of Commissioners charged a community-driven solid waste process workgroup to develop common understandings and recommendations for “implementing a constructive path forward relating to sustainable materials management and the future of solid waste disposal in the Mid-Willamette Valley, including at the Coffin Butte regional landfill.” Following that charge, over the next seven months the Benton County Talks Trash Workgroup developed a detailed report with consensus-based findings and recommendations for the Board’s consideration. The report includes detailed information and recommendations from the Workgroup regarding the development of a Sustainable Materials Management Plan. The Workgroup Report is available [here](#).

The Oregon legislature passed the Plastic Pollution and Recycling Modernization Act (SB 582) in 2021, which is expected to significantly update Oregon’s waste and recycling system beginning in 2025. Some of the law’s updates include implementing a statewide recycling list of accepted materials, expanding access to recycling services, and supporting material recovery facilities through an extended producer responsibility funding structure.

VI. PROPOSED SCOPE OF WORK AND PROCESS

[NOTES:

SMMP R-13: “The RFP development process should: 1) provide details about the Workgroup process and its findings to RFP applicants, 2) prioritize topics, adding additional topics that are important to consider, and 3) communicate accurate priorities to applicants.”

SMMP R-28: “The SMMP should evaluate the costs, benefits, risks, and opportunities of a wide range of materials management strategies to find the most sustainable future for Benton County. The successful applicant should present a complete benefit-cost analysis of a wide range of strategies that work as a more integrated system, including but not limited to, the benefit-costs analysis of Benton County acting as the host of a regional landfill that contributes a small portion of the total waste the landfill receives. This analysis should include key parameters of Coffin Butte landfill, such as its operating life, its large intake from outside the county, its franchise fees, and its long-term environmental risks and costs.”

See also BCTT Report SMMP R-1, R-2, R-3, R-4, R-5, and R-6 for additional recommendations]

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The purpose of the work is to provide Benton County with an analysis of methods to reduce environmental, social (including equity and health), and economic impacts across the complete lifecycle of materials, addressing current and future County needs, while incorporating regional approaches and extensive stakeholder engagement.

The Sustainable Materials Management Plan should use the [2040 Thriving Communities Initiative](#) as a lens to frame our communities' Core Values. The plan should consider national, state and local goals, vision documents ([DEQ's Materials Management in Oregon 2020 Framework for Action](#)), plans, policies, ordinances, etc. relating to materials management and climate change, along with examples of values and goals expressed in state and local jurisdiction materials management plans. The plan must consider information and work completed by the ["Benton County Talks Trash" Solid Waste Process Work Group](#). The plan should recommend long-term strategies (to 2040) with short-term action items (5 years or less).

The list below briefly summarizes some potential elements of the scope of work. The successful proposer may, however, include any topics that appropriately address or inform the purpose described above. The County intends to further develop a final scope of work with the successful proposer, and as informed through community engagement.

- Community Engagement
 - The SMMP must remain inclusive and accurately represent the affected region. The successful proposal must include ample time and frequent opportunities for focused, intentional community engagement. One key question that should remain open for exploration throughout the process is, "who should be represented in the process?"
- Complete lifecycle impacts of materials
 - Analyze environmental (including climate change), social (including equity and health), and economic impacts throughout all materials lifecycle stages. This analysis should identify key life cycle stages, materials, and management strategies that are particularly impactful, while considering future impacts of climate change. Circular economic principles should be evaluated. An equity component of this analysis should address the impacts to traditionally underserved populations.
- Waste stream analyses
 - Analyze waste generation in Benton County and throughout the region. This analysis should identify key sectors or industries and any unique waste streams. It should also provide waste generation forecasts.

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- Upstream lifecycle stages
 - Identify methods to reduce environmental (including climate change), social (including equity and health), and economic impacts throughout upstream lifecycle stages, prior to post-consumer disposal. Evaluate the County's role in emerging state legislation and provide effective strategies to participate. This analysis should identify waste prevention, reduction, reuse and repair options, including resources, programs, and policy options. This analysis should include options addressing food waste and construction and demolition material.
- Waste collection
 - Identify methods to reduce environmental (including climate change), social (including equity and health), and economic impacts from waste collection. Analyze options for the County's solid waste collection franchise, as well as collaboration opportunities with incorporated cities, as they relate to current and recommended recovery and disposal options. This analysis should consider the costs and benefits of transfer stations, recycling depots, and collection events. The analysis should consider national and international best practices.
- Recovery
 - Identify opportunities and methods to reduce environmental (including climate change), social (including equity and health), and economic impacts of waste recovery. Analyze options to meet or exceed waste recovery goals, while focusing on highest impact materials. This analysis should include options for recovering food waste and construction and demolition material. The analysis should also include options for material recovery facilities.
- Disposal
 - Identify opportunities and methods to reduce environmental (including climate change), social (including equity and health), and economic impacts from disposal. Analyze disposal impacts of waste generated by Benton County Wasteshed sources, as well as materials disposed in Benton County and generated by other wastesheds (including costs and benefits of hosting a regional landfill). The analysis should address alternative approaches to disposal, including alternative technologies outside of landfilling, as well as alternative landfill sites.
- Hazardous materials
 - Identify hazardous materials in the waste stream and methods to reduce environmental (including climate change), social (including equity and health), and economic impacts from hazardous materials. Analyze collection, events, and facility options from a local and regional perspective.

[INSERT STATEMENT: Project scope does not include siting or designing facilities.]

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[INSERT STATEMENT: Clear expectations for community and stakeholder engagement. See staff memo to Board of Commissioners dated July 5, 2023, for recommendations and discussion.]

[INSERT: Regional stakeholder advisory group review process. See accompanying staff memo for additional suggestions on public participation and review. Similar may be added here to indicate the level of public and regional participation that will be included in a successful RFP response.]

VII. PROPOSAL FORMAT AND CONTENT

Proposal must contain the following information:

- a. Cover Letter.
- b. Project Team Experience and Qualifications.
- c. References.
- d. Experiences.
- e. Understanding of Project.
- f. Approach to the Scope of Work.
- g. Cost of the Proposal.
- h. Project Schedule.

[NOTE: SMMP R-21: “Proposals contain the following information, with parameters around each of these items in terms of document length. Requested information includes project team experience and qualifications, understanding of the project, approach to the scope of work, cost of the proposal, the project schedule, social/environmental responsibility, and references. Each criteria includes a total set of points the proposal can be awarded. See full report for more information.”]

NOTE: Timeline should allow for extensive public interaction and engagement. Proposers may include project scopes options at various costs and timelines. The report may be released in sections, based on timeline and content priorities.

SMMP R-18: The SMMP Timeline should allow for extensive public interaction and engagement. In order to expedite the process, procedural elements should be done concurrently as possible. The timeline should generally be defined throughout the process.”

SMMP R-19: “Applicants should include various scope/cost options for one year, two years, and three-year timelines. The report should be released in sections, based on timeline and content priorities.”]

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VIII. PROPOSALS – REVIEW AND SELECTION

Sample Ranking System Only

- Experience, Capabilities and Resources of the Proposer. **25 points.**
- Experience of project team members. **25 points.**
- Approach to the scope of work. **25 points**
- Schedule. **10 points**
- Reasonableness of the Cost Proposal. **15 points**

[NOTES:

SMMP R-3: “The SMMP should not just be about how Benton County can better manage materials, but to also address how to approach inter-county collaboration from a regional perspective. The RFP should indicate the need for researching and exploring opportunities for a regional multi-county approach to achieve the goals of sustainable materials management. RFP firms with experience with Oregon’s materials management legislation, policies and other county materials management plans may have the capability to address this need.”

SMMP R-11: “Recruitment for the RFP needs to be extensive, and selection of successful proposal should be careful and thorough. Qualities of a successful applicant should include those listed in the full subcommittee report.”]

[INSERT: Description of proposal ranking and review process]

[INSERT: Additional presentation requirements]

[INSERT: Right to reject proposals]

IX. AGREEMENT

[To be completed consistent with Benton County Code.]

X. Contractual requirements

[To be completed consistent with Benton County Code.]

XI. Complaint processes and remedies

[To be completed consistent with Benton County Code.]

XII. Provisions made for vendors to comment on any specifications which they feel limit competition

[To be completed consistent with Benton County Code.]