



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 16, 2024

SUBJECT: Document No. 2024-759 Notice of Intent to Award a contract for the Landfill Siting Consultant Services – Phase 3

RECOMMENDED MOTION:

Move approval of a Notice of Intent to Award the Landfill Siting Consultant Services—Phase 3 project to Parametrix, Inc.

BACKGROUND AND POLICY IMPLICATIONS:

In 2019, the Board of County Commissioners approved the County's Solid Waste Management Plan. One of the primary objectives identified in the Plan is the siting of a new landfill in Deschutes County to replace Knott Landfill which is projected to reach capacity in 2031.

In June, 2021, a Request for Qualifications for the initial portion (Phase 1) of the Landfill Siting project was issued to develop a list of qualified firms for the Landfill Siting Consultant Project. Six firms submitted Statements of Qualifications and three firms were invited to provide presentations to the Landfill Siting Group in September, 2021. After presentations, the Landfill Siting Group developed a Request for Proposals which was released to the three short-listed firms as a final step in the selection process. Parametrix consistently received the highest scoring throughout the evaluation process and was awarded the contract. A scope of work for the initial Landfill Siting Consultant Project was completed, which includes the following major tasks:

- Review and refine site screening criteria developed by the County to date
- Apply site screening criteria to develop a short list of candidate sites for detailed evaluation
- Facilitate and provide stakeholder and public outreach, input and communication
- Review and develop pathway for State and local agency entitlement and permitting process

In June of 2023, Parametrix, through a Sole Source Procurement, was awarded the Landfill Siting Consultant Services Phase 2 contract to continue through the technical evaluation of the short list candidate sites. The Phase 2 work culminated with the Board of County Commissioners acceptance of the Solid Waste Advisory Committee's recommendation to

move forward with the negotiations of a purchase agreement for the Hooker Creek "Moon Pit" site in Deschutes County.

In order to procure the services needed for the next activities required in the siting process, in July, 2024, a Request for Proposals (RFP) for Landfill Siting Consulting Services – Phase 3 was released which includes the following major tasks:

- Provide technical assistance in the preparation and submittal of permitting documents and applications necessary for the development and operation of a new MSW landfill in Deschutes County
- Provide technical assistance in the preparation and submittal of documents and applications necessary for land use authorizations and entitlements
- Facilitating outreach to elected officials, land use authorities, regulatory and permitting agencies, and other interested parties
- Providing public outreach and coordination

The Solid Waste Department received two formal proposals in response to the RFP. The responding companies were Parametrix, Inc. and Civil & Environmental Consultants, Inc. (CEC). The department also received a letter from another firm that expressed their regret for their inability to respond due to capacity constraints due to prior engagement of a similar nature.

A Landfill Siting Review Committee was created to review the proposals. The review committee consisted of a total of five representatives from the Solid Waste, Road, and Legal Departments. Parametrix received the highest scoring from all five members of the committee and is being recommended for award of the contract. A copy of the scoring summary for the selection process is attached.

BUDGET IMPACTS:

The contract will be awarded in the amount of \$1,597,764. Funds for the current portion of the project are included in the FY25 Operations Planning Fund.

ATTENDANCE:

Tim Brownell, Director of Solid Waste