



City of Bothell™

PUBLIC WORKS DEPARTMENT

July 24, 2019

REQUEST FOR QUALIFICATIONS

Pollution Prevention Assistance through the Washington State Department of Ecology

NOTICE TO CONSULTANT

Notice is hereby given that the City of Bothell will receive proposals for a project manager to lead and coordinate efforts around the Washington State Department of Ecology **Pollution Prevention Assistance** (PPA) Program, formerly called the Local Source Control Partnership.

1. General Conditions

Proposal packages will be accepted in writing (hardcopy or email only) at **Bothell City Hall, 18415 101st Ave NE, Bothell, WA, 98011** or **anita.demahy@bothellwa.gov** before **12:00 p.m. (PST/PDT) on Wednesday, August 7, 2019**. A proposal must consist of a fully completed and executed Quote Schedule, Summary of Qualifications, and Scope of Work.

All submittals must include firm name, phone number, and email, and Consultant name of principal-in-charge and name of project manager.

The City of Bothell reserves the right to reject any and all qualifications and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal.

Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Bothell further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Consultant awarded the contract must comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; disabilities; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

2. Project Introduction/Scope of Work

The Consultant will work on behalf of the City to provide site visits and pollution prevention activities to Small Quantity Generators (SQGs) of dangerous waste and other businesses and organizations that have potential to pollute. The site visits (roughly 70 percent of workload) along with other pollution prevention activities conducted by the Consultant will be designed to reduce or eliminate hazardous waste and pollutants at the source.

The facilitation will involve opportunities to assist businesses with switching processes, products, or equipment to use effective safer alternatives with the goal of reducing or eliminating hazardous chemical use at the source. The Product/Equipment Replacement Incentive Program (PERIP) along with other targeted efforts (called Unique Program Elements) such as business sector training and workshops is roughly 20 percent of workload.

In addition to providing education and outreach materials to medical providers, retirement and senior housing communities, biomedical research and production facilities, landscaping, and other SQG businesses in Bothell, the Consultant is responsible for attending in-person and webinar trainings with other Pollution Prevention Assistance teams across the State and City of Bothell staff.

Over the course of the contract, the Consultant is expected to:

- (a) Conduct approximately 100 Technical Assistance Site Visits.
- (b) Complete reporting and recordkeeping of all activities including site visit forms.
- (c) Attend regularly scheduled meetings at Bothell City Hall to discuss with Public Works Administrative Division Manager progress and/or issues with business visits.
- (d) Attend trainings, networking events and webinars sponsored by the Washington State Department of Ecology as part of the Pollution Prevention Assistance Program.

Lastly, the Consultant is required to assist staff with the quarterly and annual reports due to Ecology on program progress and upcoming goals and planning efforts.

Webinar and Training Schedule:

09/11/19	Webinar or In-Person Training (pending contract award date)
10/02/19	Webinar or In-Person Training
11/06/19	New Specialists' Training Location: TBD
12/11/19	Webinar
01/08/20	Webinar
02/12/20	Webinar
03/11/20	Webinar or In-person training*
04/08/20	Webinar or In-person training*
05/13/20	Webinar
06/10/20	Webinar
08/12/20	Webinar
09/09/20	Webinar or In-Person Training*
10/14/20	Webinar or In-Person Training*
11/11/20	New Specialists' Training Location: TBD
12/09/20	Webinar
01/13/21	Webinar
02/10/21	Webinar
03/10/21	In-person training Location: TBD
04/14/21	Webinar
05/12/21	Webinar
06/09/21	Webinar

3. Budget

Contract is not to exceed \$145,000 over two years.

4. Qualification Submission Requirements

Submittals must be in accordance with the requirements set forth in this RFQ. The Statement of Qualifications must not exceed ten (10) single-sided pages. The front cover, back cover, maximum two-page cover letter, project examples and resumes may be added in addition to the 10-page limit. Proposals must include:

- (a) Project approach, organization and staffing that includes team members.
- (b) Statement of experience to provide evidence of work with public agencies, understanding of hazardous waste regulations and resources, environmental compliance inspections of small businesses, public education and/or outreach experience, and if applicable, work with business owners with Limited English Proficiency.
- (c) Signature of individual with contracting authority for the firm.

5. Evaluation Criteria

At the end of the review process, firms will be given a final ranking based on the following criteria:

#	Selection Criteria	Points
1	Experience including desired qualifications	30
2	Presentation, accuracy, and ability to respond well to contract needs outlined	20
3	Ability to provide consistent staffing	10
4	Experience with Ecology Pollution Prevention Assistance Program (formerly Local Source Control)	20
5	Feedback from references	20

The City will select the highest scoring submittal(s) for a phone or in-person interview.

6. Negotiation, Final Selection, and Execution of Contract

Contract negotiations will take place with the selected Consultant. Below is a courtesy overview of contract terms. This summary is not to be considered a contract, nor is it a comprehensive or priority-driven list of contract terms.

If negotiations are unsuccessful, the City reserves the right to terminate negotiations and open discussion with the next-highest rated consultant. This process will continue until a successful contract is negotiated or the City terminates the process.

Once the City and Consultant reach an agreement that they find acceptable, Bothell City Council will make a decision. Within ten (10) days after the date the Consultant receives notification of award, the Consultant must execute and return the contract and two (2) required copies and must furnish insurance naming the City of Bothell ("City") additional insured. The Consultant must provide (from insurance companies acceptable to the City) the insurance coverage designated hereinafter and pay all costs.

The period of performance will begin September 2019, and be completed no later than June 2021, unless terminated sooner. All technical assistance inspections must be completed by April 2021, and final reporting and documentation must be complete by May 2021.

The successful Consultant at own expense shall secure and pay the fees or charges for all permits required for the performance of the contract work. In addition, the Consultant shall give all notices required by, and shall otherwise comply with, all applicable laws, ordinances and codes of the City of Bothell. Permits include City of Bothell Business License.