

# REQUEST FOR PROPOSAL

## DEVELOPMENT OF A SUSTAINABLE MATERIALS MANAGEMENT PLAN

4500 SW RESEARCH WAY

CORVALLIS, OREGON

### Advertisement for Proposals

Notice is hereby given that Benton County, Oregon is seeking Request for Proposals (RFP) from qualified firms for the development of a local/regional Sustainable Materials Management Plan. The general scope of work will address impacts of materials across their complete life cycles, requiring collaboration across jurisdictional and geographic boundaries. Plan elements must include: extensive community engagement, analyses and recommendations addressing the complete life cycle impacts of materials, and analyses and recommendations addressing funding and administration. The scope will be specified with the successful proposer as a first stage of the plan development.

The objective is to retain a firm to develop a local/regional Sustainable Materials Management Plan.

The RFP will allow Benton County to select and retain proposer(s) or firm(s) to perform duties as listed. Responses will be reviewed, scored, and ranked according to the criteria defined in this solicitation document.

The Request for Proposal can be downloaded from the Benton County website at <https://www.co.benton.or.us/rfps> or a printed copy can be requested at actual cost by contacting Benton County Community Development, 4500 SW Research Way, Corvallis, Oregon 97333, or phone (541) 766-6819, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

**It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent.** In addition, all respondents known by Benton County Community Development to have received a complete set of the solicitation documents will receive email notifications when additional items are posted to the website. For questions or clarifications regarding the project, contact: Daniel Redick, Solid Waste and Water Quality Program Coordinator, at [Daniel.Redick@bentoncountyor.gov](mailto:Daniel.Redick@bentoncountyor.gov) or phone (541) 766-6819.

**An optional Pre-Proposal meeting will be held on September 27, 2023, at 1:00 p.m. PST.** This meeting will be held virtually, and additional information will be available at the following webpage: <https://www.co.benton.or.us/rfps>

**RFP responses** shall be sealed and marked plainly as “Benton County Sustainable Materials Management Plan Proposal”, and submitted to Benton County Community Development Department, Attention: Daniel Redick, Solid Waste and Water Quality Program Coordinator, 4500 SW Research Way, Corvallis, Oregon 97333 by **2:00 p.m.** local time on **November 8<sup>th</sup>, 2023.**

Proposals received after this date will not be accepted and will be returned unopened. Faxed or e-mailed proposals will not be accepted. All items contained in the invitation and RFP document are applicable in preparing proposals. Each proposal must contain a statement as to whether the responder is a resident as that term is defined by Oregon Revised Statute [ORS 279A.120](#).

The County reserves the right to accept or reject any or all proposals, to add or delete items, to waive any irregularities and/or informalities in any proposal, to postpone the acceptance of the proposal and the award for a period not to exceed sixty (60) working days from the proposal due date, and to make the award that is in the best interest of Benton County. The County may reject any proposal not in compliance with all prescribed public bidding procedures and submission requirements; and may reject for good cause any and all proposals upon a finding of the County that it is in the public interest to do so.

September 7, 2023

By: Darren Nichols, Community Development Department Director

*Publish:*

*Daily Journal of Commerce: September 13, 2023*

*Corvallis Gazette-Times: September 13, 2023*