City of SeaTac Request for Qualifications

Solid Waste Characterization– September 2026

The City of SeaTac is requesting Qualifications from qualified firms to develop sampling plans, conduct sampling, complete analyses, and prepare reports for a waste characterization study that supports solid waste planning, program evaluation, and economic modeling. Accurate data from this study is critical for informed decision-making and efficient resource allocation within SeaTac's solid waste management framework.

SeaTac currently contracts with Recology King County for solid waste services and coordination with Recology and King County Solid Waste will be necessary. The waste characterization study will assist the City in meeting the goals put forth in the Washington Organics Management Laws and the Recycling Reform Act.

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Attachments

A. Current Services Data

1 RFQ SCHEDULE AND ADMINISTRATOR

SeaTac has set the following tentative schedule for the receipt and review of the Qualifications. SeaTac reserves the right to modify this schedule if deemed necessary.

RFQ Posted & Distributed	9-23-2026
Qualifications Due	10-7-2026
Qualification Evaluation & Selection	10-7-2026 through 10-14-2026
Presentation at TPW Committee	10-22-2026

Finalization of Contract	11-10-2026 or 12-8-2026
Start of waste characterization Study	1-1-2027

All communication regarding this RFQ must be through the RFQ Administrator listed below:

Mason Giem mgiem@seatacwa.gov
City of SeaTac Public Works (206) 973-4763
4800 South 188th Street
SeaTac, WA 98188

Section 4.2 contains the Process Integrity Requirements. Unauthorized procurement-related communications with City staff, representatives, or elected officials other than the RFQ Administrator may result in disqualification.

2 BACKGROUND AND CURRENT SERVICES

SeaTac's population was estimated to be 35,153 for 2026. Attachment A includes collection data provided by Recology King County, including tonnages by the material stream and customer sector. SeaTac has performed no verification of this reported data.

Single-family residences receive weekly garbage service and every-other-week recycling and compostables services. The recycling and compostables services are embedded in garbage prices. Single-family customers are also currently provided with access to the Recology store that collects cooking oil, small propane tanks, textiles, Styrofoam, batteries and electronics at no extra cost. Residents also receive one large bulky item pickup per year.

Multifamily residential services include sites with multiple attached or detached dwellings that are billed collectively for collection service. Multifamily properties are currently serviced with a variety of frequencies from carts, detachable containers, or drop-box containers for garbage, carts or detachable containers for recycling, and carts for compostables. Detachable containers for recycling are provided with slotted lids to reduce contamination. Compostable carts are lined with compostable bags on request. The current contract provides for unlimited recycling and two 96 gallon composting cart services embedded in garbage prices. A locking compost cart is program is currently being piloted and is providing some residents the opportunity to compost.

Commercial garbage service is provided with a variety of frequencies from contractor-owned carts, detachable containers, and/or drop-boxes, as well as some customer-owned containers. Commercial properties are provided with carts and/or detachable containers for recycling and carts for compostables. A range of sizes and collection frequencies are available. Currently, unlimited recycling services are provided to all customers as part of the garbage service and two 96 gallon composting carts per week are embedded in garbage prices. The commercial recycling program generally accepts the same materials placed in the cart as the single-family recycling program. The commercial recycling program does not include single-family bulky item pickup.

Customer service and billing is provided by the contractor, who produces and distributes public information about recycling, collection schedules, and promotes new collection services. SeaTac administers the collection contract, coordinates with state, regional, and local agencies, develops and administers solid waste policy, and coordinates waste reduction and recycling outreach within SeaTac.

Residential and commercial services are not mandatory. Current service levels and participation rates, were reported by the current contractor, and their data are provided as Attachment A.These customer counts have not been verified by SeaTac and proposers are encouraged to perform their own investigation to confirm customer data as desired. The current services include approximately 45 customers served by Limited Access Vehicles and approximately 44 customers with backyard service for elderly or disability exemption.

Additional information about current service may be obtained from Recology King County's website at: www.recology.com/recology-king-county/seatac/

3 RFQ PRIORITIES AND REQUESTED SCOPE OF WORK

3.1 RFQ Priorities

Scope of Work

SeaTac desires Qualifications for solid waste characterization services. The project includes three main steps for each of the waste streams being sampled. The first step is setting up the methodology including sampling categories, schedule and sampling protocol. The second step is performing the sampling work at various solid waste, recycling transfer or organics processing facilities depending on the waste stream is being sampled. The third and final step is to prepare a report detailing the methodology and results.

This characterization study will be used to:

- Estimate waste prevention and recycling potential for each waste stream;
- Support program evaluation and contracts performance;
- Understand differences among these sub-streams so that targeted waste prevention and recycling programs can be designed, implemented and monitored for each; and
- Create a baseline for continued, long-term measurement of the solid waste management system performance.

Performance Schedule

Study objectives are to obtain statistically significant composition data for the:

- Multi-family Residential garbage, recycling and organics streams.
    - The residential stream is comprised of waste from multifamily dwellings collected by one hauler contracted by the City. The major deliverables are a sampling methodology report due two months after the contract is signed, data submittals

within one month of completion of each sampling period, and a final report due by the end of 2027.

- Commercial garbage, recycling and organics streams.
    - The major deliverables are a sampling methodology for commercial waste (with an emphasis on Hotels) due two months after the contract is signed, with data submittals within one month of each sampling period and a final report due by the end of 2027. The commercial organics sampling plan and sampling should be conducted in conjunction with the residential organics stream.

All phases:

A. Develop Sampling Plan
    1. Obtain hauler data.
    2. Obtain transfer station data.
    3. Apportion samples and select sampling days and sample truckloads (as appropriate).
    4. Create field forms and establish field procedures.

B. Conduct Sampling
    1. Organize sampling events, obtain supplies and equipment, train crew, secure sites, and mobilize all field operations.
    2. Adjust sampling for non-standard outlier weeks (i.e. after certain holidays).
    3. Conduct waste sampling, including all coordination with haulers, and give all affected parties ample notice and reminders of when and how sampling will occur.
    4. Compile, check, and enter data into the waste composition study database.

C. Prepare Report
    1. Provide draft to City of SeaTac and allocate two weeks for City review.
    2. Provide final report in word and PDF formats.
    3. Upload all photos to City of SeaTac provided SharePoint site.
    4. Provide final data and data tables in Excel workbooks.

PHASE 1: MULTI-FAMILY RESIDENTIAL WASTE STREAMS SAMPLING, ANALYSIS AND REPORT

The objective of this task is to obtain statistically significant composition data for the multi - family residential sector garbage, recycling, and organics streams. In this case the residential sector is comprised of waste from multifamily (MF) dwellings collected by Recology King County. The City will use already available data from King County to assess the single family waste stream.

1. Develop Sampling Plan

    The Consultant shall prepare and submit a sampling plan for the multi-family residential waste streams.

    1. Sampling all three multi-family residential waste streams plus commercial organics including:
        a. Garbage,
        b. Recycling (inbound from curbside collections) Sampling must be completed in 2027,
        c. MRF residuals (outbound)- sampling must be completed in 2027,
        d. MRF Commodities (outbound) sampling must completed in 2027, and
        e. Organics (City contracted and residential and commercial)

2. Sampling Methodology
    a. Include multifamily compactors and collected routes in sampling.
    b. Measure weight and volume of samples.
    c. Plan for 2-4 sessions of sampling per stream to minimize impact on transfer stations and the MRF.
    d. Anticipate sampling 9 commodities sub-streams. The City will define final list of commodities for sampling prior to sampling plan submission.
3. Sampling Precision
    a. Consultant will recommend number of samples to achieve a reasonable level of precision at sub-sector level by stream and provide justification.
    b. Recommend sample weight and number of samples for MRF Residual (outbound) to achieve a reasonable level of precision and provide justification.
    c. Recommend number of samples for Commodities (outbound) to achieve a reasonable level of precision and provide justification.
4. Analysis
    a. Analysis conducted and reported on the multi family residential sector.
    b. Analysis for each stream sampled and for overall generation.
    c. Composition tables by material type, material class, and recoverability class.
    d. Calculate contamination rates.
    e. Calculate capture rates for materials designated as recoverable through curbside collection programs

Deliverables: Detailed sampling plan.
The plan will address the sampling methodology in detail, the sample size by day of week, sampling on holidays, proposed use of new collections procedures, commingling of commercial and multifamily waste and any other issues as needed.

Due Date: Two months after the contract is signed.

2. Conduct Sampling of the Residential Waste Stream.
   Sampling and preliminary analysis of the residential stream must be completed by the end of June 2027.

   The sampling by the consultant will occur at the King County-owned station facilities and at the City's contracted MRF (Recology) for residential recycling processing. Sampling data will be stored in a database, a copy of which will be submitted to the City after each sampling period in Excel format. The consultant may store and analyze the data in any format with the approval of the City.

Deliverables

1. Provide a copy of the complete data set, draft data tables in Excel format, and sample photos after each sampling event.

2. Provide a written report detailing the sampling event including anomalies or problems encountered. This report shall also include a table showing samples taken each sampling period and the total to-date.
3. Final data tables in Excel format for each stream and sector sampled.

Due Dates

1. Final data table end of 2027.

3. Complete Analysis and Prepare Final Report

The Consultant shall provide a comprehensive final report with the following information:

1. A description of the sampling procedures,
2. Material category definitions,
3. Waste stream composition tables,
4. Requested analyses.

The Consultant shall deliver to the assigned Project Manager the final report in Word and PDF formats. The electronic copy will include report table in Excell format.

Deliverables: Copies of the final report as described above.

Due Dates:

1. Outline due by October 2027
2. Draft due by November 2027
3. Final report by December 2027

PHASE 2: COMMERCIAL WASTE STREAM SAMPLING, ANALYSIS AND REPORT

A. Prepare Sampling Plan

Prepare and submit a sampling plan for the commercial waste stream. Commercial contracted organic, garbage and recycling sampling plan to be developed during Phase 1. Sampling plan should include:

1. Sampling Methodology
    a. Include compactors and material from trucks on route.
    b. Include Generator sampling component for 2-4 specific business categories (specifically hotels)
    c. 2-4 sessions of sampling spread out to minimize disruption to transfer stations.

Commercial Contracted Organics must be completed in 2027, simultaneous with Phase 1 Residential Organics.

2. Distribute sampling to account for variance in organics,
    a. Distribute samples across collection zones and vehicle types but do not need to have statistical precision targets.
    b. Measure weight and volumes of samples.
3. Sampling Precision

a. Recommend number of samples for Commercial Garbage and Commercial Recycling and Commercial Contracted Organics to achieve a reasonable level of precision by stream and provide justification.

4. Analysis

a. Analysis conducted and reported on the Commercial Garbage, Recycling and Contracted Commercial organics samples.

b. Analysis for each stream sampled, and for selected business categories included in generator sampling.

c. Composition tables by material type, material class, and recoverability class.

d. Composition tables by business categories.

Deliverables: Detailed sampling plan for Commercial Garbage.

Due Dates: June 2027

B. Conduct Sampling and Data Entry

1. The Consultant shall complete sampling of the Contracted Commercial Organic stream in conjunction with Phase 1 sampling. Commercial Garbage, and Recycling sampling to be completed by the end of 2027.

2. The sampling by the consultant will occur at King County owned transfer station facilities. Sampling data will be stored in a database, a copy of which will be submitted to the City after each sampling period. The consultant may store and analyze the data in another format with the approval of the City.

Deliverables

1. complete set of data draft data tables in Excel format, and sample photos after each sampling event.
2. Provide a written report detailing the sampling event including anomalies or problems encountered. This report shall also include a table showing samples taken each sampling period and the total to-date.
3. Final data tables in Excel format for each stream and sector sampled.

Due Dates

1. Due Date: Within 30 days of the last day of each sampling period.
2. Concurrent with Deliverable 1.
3. End of 2027.

4 PROPOSER INSTRUCTIONS

4.1 RFQ Documents, Notifications and Questions

Interested potential proposers shall email the RFQ Administrator, listed in Section 1, of their interest by the due date of the first round of proposer questions, including the name, email address, and phone number of the person to whom the RFQ communications, addenda and

related information should be directed. SeaTac will provide addenda and other subsequent information to proposers that have emailed the RFQ Administrator as described above.

Interested proposers will carefully examine all Qualifications documents, as provided by the RFQ Administrator, for proposer compliance with RFQ requirements. In making the Qualifications documents available, SeaTac does so only to obtain Qualifications and does not confer a license or grant for any other use of these documents.

Potential proposers will inform SeaTac in writing of any questions, comments, conflicts, objections, errors, omissions, or other clarifications on any document or portion of the Qualifications documents, including but not limited to the base contract requirements. Potential proposers shall include objection that the Proposer cannot meet and/or that a proposer believes could be preferential to a particular party.

RFQ questions must be received by the time and date listed in the Section 1 RFQ Schedule to be considered. SeaTac will provide written responses to timely questions by addendum. SeaTac will distribute each addendum by email to all parties that submitted written notice of interest as described above and will also post each addendum at the location identified in Section 1. SeaTac reserves the right to modify the RFQ or any other solicitation document before the Qualifications deadline by addendum distributed and posted in the same manner.

4.2 Process Integrity Requirements

Each proposer is individually and solely responsible for ensuring compliance with the Process Integrity Requirements, as described in this section. This responsibility extends to potential proposer's employees, agents, consultants, lobbyists, or other parties or individuals engaged to develop or support a proposer's Qualifications or proposed services. Proposers shall comply as follows:

- All communications concerning this RFQ, its evaluation, selection, or contract negotiations must be directed to the RFQ Administrator. Proposers or their agents shall not contact other SeaTac staff, appointed or elected officials, consultants retained by SeaTac, or other agents of SeaTac. This restriction does not prohibit communications expressly authorized in writing by the RFQ Administrator or ordinary City communications unrelated to this procurement.

- When seeking information from SeaTac to prepare a response, proposer shall rely only on written information, RFQ materials, and Addenda provided by SeaTac's RFQ Administrator. Any reliance on other information and publications by SeaTac may result in a non-responsive Qualifications due to inaccurate or incomplete information. SeaTac shall not be liable or responsible for inaccuracies or incomplete information outside the RFQ and Qualifications documents, including any attachments.

- Information a proposer wishes SeaTac to consider must be included in the original Qualifications, except for information supplied in response to a written request for clarification from the RFQ Administrator.

SeaTac reserves the right to disqualify a proposer at any point before contract award for a material violation of the Process Integrity Requirements in this section; conduct that materially undermines the fairness or transparency of the procurement process; or fraud, material misrepresentation, or illegal conduct relevant to this procurement or the proposer's responsibility.

4.3 Investigation of Local Conditions

Proposers shall, at their own expense, conduct any additional research regarding information and data that may affect costs, implementation, progress, performance, or furnishing of the Services or equipment required to complete the work, and that the proposer deems necessary to factor into its Qualifications.

4.4 Representations

The submission of a Qualifications shall constitute an incontrovertible representation by the proposer that the proposer has complied with every requirement of these instructions without exception, and the Qualifications is premised on the proposer being able and willing to perform and furnish the services, labor, and equipment required by the Qualifications documents by such means, methods, techniques, sequences, or procedures as are required by the Qualifications documents. Moreover, the Qualifications documents are sufficient in scope and detail to indicate and convey an understanding of all terms and conditions for performance and furnishing of the services and equipment required.

4.5 Accommodations Statement

City of SeaTac does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA. The City of SeaTac provides reasonable accommodations and alternative formats for persons with disabilities. To request an accommodation or alternative format in connection with this RFQ, contact the RFQ Administrator identified in Section 1 as early as possible before the applicable deadline.

4.6 Public Disclosure

Under Washington State law, including without limitation Chapter 42.56 RCW, Public Records Act, the documents and other records submitted in response to this RFQ are public records upon submission to SeaTac, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. If SeaTac receives a request for inspection or copying of such documents and other records, it will make an effort to promptly notify the proposer of such request so that the proposer may choose to pursue a court order prohibiting or conditioning the release of such documents. A proposer that believes specific material is exempt from disclosure must clearly identify the material and the legal basis for the claimed exemption; marking an entire response confidential is not sufficient. SeaTac will

determine its disclosure obligations and may notify the proposer of a request affecting identified material. The proposer is responsible for obtaining any court order preventing disclosure under RCW 42.56.540. SeaTac assumes no contractual obligation to enforce any exemption. Proposers are cautioned not to include any confidential or proprietary information with their Qualifications that they do not want disclosed. Unless SeaTac receives a timely court order, SeaTac may disclose the requested records. SeaTac does not assume an obligation to assert an exemption on the proposer's behalf. SeaTac shall not be liable for or responsible for disclosing such information.

4.7 Qualifications Preparation

Qualifications must be received at the following email address no later than the date and time stated in Section 1. Qualifications received after the deadline will not be considered.

mgiem@seatacwa.gov

Qualifications email must be titled: CITY OF SEATAC SOLID WASTE CHARACTERIZATION SERVICES RFQ"

The Qualifications package must include the proposer's complete Qualifications.

The Qualifications shall be signed by an authorized person where indicated. Electronic signatures with digital certification will be accepted.. All pages of the Qualifications shall be numbered and sections clearly identified.

The proposer must provide an electronic copy in PDF format. The PDF must be less than 15 MB and submitted by email.

Qualifications should include responses to all content guidance from RFQ Section 5 Qualifications Content.

SeaTac may reject a Qualification that fails to conform in any material respect to this RFQ. SeaTac may waive an informality or irregularity only if its correction or waiver would not affect the relative standing of proposers or otherwise prejudice a proposer.

The proposer shall complete and sign its Qualifications in ink or electronically in the blank space provided. All names shall be typed or printed below the signature, along with evidence that the proposer is a duly organized and validly existing business, licensed to do business in SeaTac and Washington State. If not licensed, then the proposer shall provide a sworn statement that it will become licensed if selected as the successful proposer before executing the contract.

The legal name of the proposer submitting the Qualifications shall be typed or printed in the space at the bottom of each page. Qualifications by corporations shall be executed in the corporate name by the president or a vice president (or other corporate officer accompanied by

evidence of authority to sign). Qualifications by partnerships shall be executed in the partnership name and signed by a partner whose title shall appear under the signature.

If the signature is by an agent other than an officer of a corporation or a member of a partnership, a notarized power of attorney or board resolution shall be on file with SeaTac before submittal of the Qualifications or shall be submitted with the Qualifications; otherwise, the Qualifications may be deemed non-responsive.

4.8 Qualifications Costs

SeaTac shall not be responsible for any costs incurred by any proposer in preparing, submitting, or presenting its response to the RFQ, interview process, or in accommodating any inquiries made during evaluation, or any expenses in connection with the finalization of the contract.

4.9 Modifying or Withdrawing Qualifications

Before the time and date designated for submitting final Qualifications, any Qualifications submitted may be modified or withdrawn by written notice to SeaTac. The proposer shall notify the RFQ Administrator in writing and shall include the signature of the proposer. SeaTac shall only consider notice of Qualifications modification or withdrawal if SeaTac receives it before the Qualifications deadline.

5 QUALIFICATIONS CONTENT

SeaTac seeks concise Qualifications that outline the equipment, facilities, staff, resources, and approaches that the contractor intends to use to provide services and confirm that the proposer has sufficient depth and experience. The descriptions below provide guidance for the format and content of Qualifications and the approach to be used in development and presentation. Please do not attach unnecessary vendor information, letters of support, or other extraneous materials.

Qualifications shall follow-up the format, content and order outlined below:

A. Executive Summary

Provide a brief overview of your Qualifications and highlight the key elements (max 6 pages).

B. Proposer Identification

Provide the name of your entity, home office address, Washington business address, Washington agent's name, address, email address, and telephone number, and the name, address, phone number, email address, website address, and title of the person to be contacted concerning the Qualifications. If proposer is a subsidiary, state the parent company name, the home office address, telephone number, and parent company website address and describe the parent company's relationship to the proposer.

State whether the person signing the Qualifications has the authority to sign on behalf of the proposer. State also the names of companies that will share significant and substantive responsibilities with you, as joint venture partners or in another manner, in performing under the contract. Include documentation that proposer is duly organized and validly existing business in good standing and licensed to do business in SeaTac. If a proposer is not licensed to do business in SeaTac, then the proposer shall provide a sworn statement that it will secure a SeaTac business license if selected as the successful proposer before executing the contract.

C. Local Management and Experience

C.1 Operational Experience

Describe the experience of your team (both individuals and the corporate, partnership, or entity team) in providing the services like those requested in this RFQ. Provide examples of similar services and contracts performed.

Provide references for similar projects described, with direct operational management responsibility over the proposer's contract and complete knowledge of the proposer's detailed performance provided under that contract.

C.2 Key Personnel and Resumes

Provide the names, entity affiliation, telephone numbers, and email addresses of key individuals integrally involved in the Qualifications. Provide an organizational chart or other means of explaining the interrelationships between the team members.

6 SEATAC REVIEW AND EVALUATION

SeaTac intends to provide a fair, open, transparent, and competitive RFQ process. SeaTac will evaluate Qualifications using the criteria and point allocations stated below. Price is not requested or evaluated as part of the initial Qualifications. After ranking the Qualifications, SeaTac will request cost information and consider both qualifications and cost before final selection and award.

SeaTac may contact references, conduct interviews or site visits, request nonmaterial clarifications, and retain independent consultants to assist the evaluation, but only as those activities relate to the published evaluation criteria. SeaTac may waive only immaterial irregularities that do not affect relative standing or prejudice another proposer.

6.1 Qualifications Responsive and Proposer Qualifications (pass/fail)

Qualifications will be deemed responsive if they provide the material information requested in the format required by this RFQ. SeaTac may request nonmaterial clarifications. SeaTac may

disqualify a proposer that does not meet material requirements and may waive only immaterial irregularities that do not affect relative standing or prejudice another proposer.

Proposers shall submit all information related to their ability to successfully perform the work described in the RFQ. Proposers who do not clearly outline their proposed services, equipment, and approaches, or clearly demonstrate their ability to perform the requested services may be disqualified.

6.2 Qualifications and Proposer Review (45 points)

SeaTac proposer evaluation committee will evaluate all Qualifications and proposers, as responsive to RFQ Priorities in Section 3.1 and to all elements of Section 5, including:

- Collection and processing operations (15 points)
- Quality of prior waste characterization reporting (15 points);
- Experience of team conducting the work (15 points);

The committee may consider Qualifications content, references, potential site visits, interviews with proposer staff, SeaTac's prior experience with a proposer, and other reasonably reliable information obtained by SeaTac, provided that the information relates to the published evaluation criteria or stated responsibility requirements.

Proposers must demonstrate knowledge, skills, innovation, creativity, experience, and capacity to design, deliver, manage, and provide all aspects of staffing, operations, and other aspects associated with the provision of services described in the RFQ

6.3 Finalist Selection

Qualifications scores will be used to rank the proposers. SeaTac will then request cost information under the process stated in this RFQ and proceed with the proposer selected under that process. If an agreement cannot be reached, SeaTac may proceed to the next-ranked proposer under the stated process or cancel the procurement. Any selection or notice of intent to award does not create a contract or bind SeaTac. Award is contingent on the availability and appropriation of funds, approval by the City authority required under SMC 3.31.050, and execution of a written professional services agreement by authorized representatives.

SeaTac, following Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded a full and fair opportunity to submit Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

SeaTac reserves all of its rights, including, but not limited to, the right to reject any and all Qualifications, waive immaterial irregularities that do not affect relative standing or prejudice

another proposer, and to disregard any non-conforming, non-responsive, irregular, or conditional Qualifications, and to seek Qualifications clarifications as needed.

SeaTac reserves the right, consistent with applicable law and this RFQ, to reject any or all Qualifications; cancel, withdraw, amend, or reissue this RFQ; request clarifications; negotiate the final scope and terms of a professional services agreement with the selected proposer; discontinue negotiations if an agreement cannot be reached and proceed with another proposer in accordance with the selection process stated in this RFQ; or decline to award a contract when SeaTac determines that doing so is in the City's best interests. No selection or notice of intent to award creates a contract or binds SeaTac. SeaTac may waive only immaterial irregularities that do not affect proposers' relative standing or otherwise prejudice a proposer.