

Request for Proposals: Waste Transfer Station Operations

Huerfano County Solicitation #2023-11

November 27, 2023

Amended January 5, 2024

1. Summary of Request

The Huerfano County Board of County Commissioners (“the County”) is seeking proposals from interested parties to operate the Huerfano County Waste Transfer Station located at 107 Industrial Boulevard, Walsenburg, CO 81089.

2. Submission Information

Written submissions for the supply of the services described herein will be accepted until **Friday January 19, 2024 at 4PM MT**. Any proposal received after that time will not be considered. Submitted materials must be submitted via email in PDF format to administrator@huerfano.us.

Procedural and technical questions are to be submitted in writing to Carl Young at cyoung@huerfano.us by 4PM on **Friday January 12, 2024**.

3. Optional Site Visit

Visiting the site is recommended, but not required, prior to submitting a proposal. The Waste Transfer Station is open to the public Thursday through Saturday, 9AM to 3PM, but, closed for Lunch 11:30 to 12 Noon. Interested parties may visit the site whenever it is open or they may request a site visit. To arrange a site visit please contact Carl Young at administrator@huerfano.us. Site visits will only be scheduled Monday through Friday between 9AM and 3PM. The County will not conduct site visits after **Friday, January 12, 2024**.

4. Anticipated Timeline

Dates are approximations for the process steps and are subject to change.

Date	Selection Process
November 27, 2023	Solicitation Issued
January 12, 2024	Questions may be presented prior to 4PM MT on this date.
January 12, 2024	Questions and answers posted
January 19, 2024	Proposals due at 4PM MT
January 22, 2024	Committee Review of Proposals
January 23, 2024	Notifications of Interviews (if required).
February 7, 2024	Interviews conducted (if required).
February 13, 2024	County notifies the selected proposer.
February 27, 2024	Operating Agreement executed.
March 18, 2024	Anticipated Start Date

5. Background

Huerfano County is a community encompassing 1,593 square miles and home to approximately 6,800 residents. The County is governed by a three (3) member Board of Commissioners, elected by districts to four (4) year terms. Huerfano County is home to two (2) incorporated communities: Walsenburg and La

Veta. Each community has its own governing body. The County, however, provides many essential services to the residents of these municipalities.

Huerfano County through its staff and Officers provides a variety of services including, but not limited to: zoning and code enforcement, law enforcement, revenue assessment and collections, road and bridge construction and maintenance, social services, and general government administration. Inclusive of Elected Officials and staff, the County employs approximately 110 full-time employees and has an annual operating budget of approximately \$16 million dollars.

County Financials for the Waste Transfer Station from 2019 through September 2023 are attached as Exhibit A.

Start of Waste Transfer Station Operations

Spring 2009

Materials Accepted

- Bagged trash, including brown leaf and lawn bags
- Loose household waste
- Construction debris
- Cardboard recycling
- Scrap metal
- Brush, tree limbs, logs
- White goods/major appliances, such as washing machines, dryers, stoves, refrigerators, and water heaters
- Tires
- Mattresses/box springs
- E-waste
- Televisions and monitors
- Paint cans

Hours of Operation

Summer Hours

From May 1st through October 31st, Open Tuesday through Saturday, 9AM to 3PM, Closed for Lunch 11:30 to 12 Noon

Winter Hours

From November 1st through April 30th, Open Thursday through Saturday, 9AM to 3PM, Closed for Lunch 11:30 to 12 Noon

Holiday Closures

The Waste Transfer Station follows the adopted County Holiday schedule with limited exceptions for when New Year's Day, Independence Day, or Christmas fall on a Saturday.

Staffing

3 part-time staff members, working approximately 3900 hours per year combined.

Key Vendors/Contracts

Manisalco – Cardboard and Metal Recycling

South East and South Central Recycling – Plastic, Glass, and Paper Recycling
Otero County Landfill Inc. – General Solid Waste/Landfill
Paint Care – Paint Recycling
3R Technology Solutions – E-Waste Recycling

Included Equipment (Ownership to be maintained by the County)

Two Cardboard Balers
Trash Compactors
One Wood Chipper
Two Skid Steers
One Excavator

6. Scope of Services

The County is offering the Huerfano County Waste Transfer Station for lease, though the Board of County Commissioners may consider selling the facility to the selected operator in future years. The scope

Operating Lease

The County is offering a 5-year operating lease with two 5-year renewal options for operation of the Huerfano County Waste Transfer Station for public benefit.

The selected operator will:

1. Take responsibility for the full scope of day to day operations at the Transfer Station, including maintenance, utilities, marketing, and hauling.
2. Maintain posted hours of operation, that meet or exceed current hours, as well as an annual holiday schedule.
3. Maintain a posted fee schedule and list of materials accepted.
4. Provide the County with notice of changes to hours of operation, fees, and materials accepted as well as with quarterly reports on the operations and finances of the Transfer Station.
5. Seek County approval for improvements to buildings or the property generally. The County and Selected Operator may collaborate on state or federal grants to improve the facility or expand services offered.
6. Obtain and maintain the following Worker’s Compensation insurance, Comprehensive General Liability insurance with minimum single limits of One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate that names the County as additionally insured, and Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000) each occurrence and One Million Dollars (\$1,000,000) aggregate that names the County as additionally insured with respect to each of Contractor’s owned, hired and/or non-owned vehicles assigned to or used in performance of the services.
7. Conduct operations in compliance with all applicable Local, State or Federal laws.

7. Qualifications

The interested proposers should have experience with recycling or municipal solid waste operations. Experience operating landfills, transfer stations, or materials recovery facilities is highly desirable. Experience working with local governments, particularly county governments or governments in Colorado, is highly desirable.

8. Selection Process

Selection will be made through a four-step process. The County reserves the right to select a qualified individual or firm without holding interviews. The scoring in the first two steps is cumulative. If it is determined that interviews are not to be held, the scoring will be based on the first step, Review of Proposals submitted. The process for selection and award of the Professional Contract for Services will be as follows:

Step One	Review and scoring of Proposals submitted
Step Two	Interviews (if required)
Step Three	Selection of successful firm, negotiation of Professional Contract for Services
Step Four	County Commissioner approval of Professional Contract for Services

Submittal Requirements

Written submissions for the supply of the services fully described herein will be accepted until the date set forth in the Anticipated Timeline above. Any proposal received after that time will not be considered.

Submissions should be no longer than 30 pages and include:

1. Cover Letter, which must include:
 - a. A statement of interest for working with the County to complete the scope outlined above including a summary of key points describing the respondent's unique qualifications as they pertain to this particular scope;
 - b. A brief overview of the history and structure of the respondent including structure, time in business, number of employees, and other data to assist in characterization of the respondent;
 - c. The name, address, and daytime telephone number for contact persons to whom additional selection process requests should be communicated;
 - d. A disclosure of the name of any employee or official of Huerfano County who could be directly and personally benefited if the proposing firm is awarded a contract pursuant to this solicitation. If there is nothing to disclose, the proposal shall so state.
2. Experience and Reputation
 - a. Describe respondent's experience in operating a waste transfer station, landfill, materials recovery facility, or other similar operation.
 - b. Briefly describe the respondent's financial capability to undertake this project or ability to secure funds required to meet commitments for this project;
 - c. Describe similar engagements performed or operations run by the respondent within the past five years; and
 - d. Please provide contact information for engagements or operations listed. Letters of reference are also accepted.
3. Personnel and Qualifications
 - a. Provide a listing of and resumes for the team lead and any others that would support the project with a summary of each team member's area of responsibilities, expertise, experience and qualifications for this work;
4. Understanding and Approach
 - a. Describe in detail the respondent's understanding of and approach to the operation of the Huerfano County Waste Transfer Station, including how this approach will best serve the residents of Huerfano County;
 - b. Specify where solid waste will be hauled to and how long that destination will remain a viable location;

- c. Provide a financial pro forma for the initial five-year term;
 - d. Describe any other operations, either current or planned, within Huerfano County or neighboring Counties and how those operations would impact the Transfer Station, include operations that respondent may seek to undertake if awarded this contract; and
 - e. Describe the respondent’s approach to partnerships and customer service, including onboarding process, communication methods and approaches, as well as availability to take on projects and answer questions.
5. Fee Proposal
- a. Provide a proposal for a monthly rent amount.

Step One: Review of Proposals

Following an initial screening of the proposals, the committee will select what it considers the most highly qualified individuals or firms to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. The firms or individuals submitting proposals will be ranked, and the committee will then recommend the most qualified proposer.

The County reserves the right to award this project to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all requests for proposals, and to accept the proposal that is in the best interest of the County.

The following selection criteria will be the basis for the ranking of most qualified proposer:

Criteria	Points
Experience and Reputation	20 Points
Personnel and Qualifications	20 Points
Understanding and Approach	25 Points
Fee Proposal	20 Points
Overall Evaluation of Capabilities and Ability to Provide Required Services	15 Points
Total	100 Points

Step Two: Interviews (if required)

If the County determines that interviews are required in the best interest of the County, interviews will be conducted for the purpose of determining which of the individual or firm is the most highly qualified for the project; which individual or firm has the personnel best able to complete the scope of services; and which individual or firm most fully understands and is able to perform the work envisioned by the County.

Key personnel from the proposing firm or the individual to be assigned to the project are required to be present and participate in the interview.

Step Three: Selection of Finalist(s) and Negotiation of Professional Contract for Services

1. The County will negotiate with the selected finalist(s), whether individuals or firms, on a mutually agreeable payment arrangement and fee structure.
2. After the successful individual or firm is selected, the County will negotiate a final Professional Contract for Services.

Step Four: County Commissioners Approval of Professional Contract for Services

The successful individual or firm is encouraged to attend the Commissioners’ meeting to answer any

questions concerning the proposal, or the individual or firm's qualifications.

The County reserves the right to undertake or award supplemental or successor contracts for work related to this Contract.

This solicitation shall not be binding upon the County and individual or firm, and no services shall be performed under the terms of the proposal or the Professional Contract for Services until the Contract has been reduced to writing and approved by the County Commissioners.

9. Selection and Contracting Provisions

Notifications

The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposal as follows:

- Selection of short-listed individuals or firms for interviews (if required);
- Individuals or Firms not short-listed;
- Selection of recommended individual or firm and County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the proposals or fees and to reject any and all proposals and re-advertise this solicitation at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated professional contract for services if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the request for proposals. The County reserves the right to waive any informality in any submittal and/or reject all proposals, and to accept the proposal that is in the best interest of the County. The County further reserves the right to: (1) negotiate a final professional contract for services that is in the best interests of the county and the public; and (2) request any additional information county deems reasonably necessary to allow the County to evaluate, rank and select the most qualified proposer to perform the services described in this solicitation.

If the County and the selected individual or firm cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked proposer.

Procedure Requirements

Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.

All proposals submitted regarding this solicitation are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.

Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the proposal arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a proposal should be fully disclosed and explained within the proposal.