

Request for Proposals (RFP)

Transition from Population-Based Billing to Tonnage-Based Hauler Billing

Issued by: Fayette County Landfill Commission

1. Introduction

- a. The Fayette County Landfill Commission (FCLC) is soliciting proposals from qualified consultants or firms to assist in transitioning from a municipal population-based fee structure to a tonnage-based fee structure, with direct billing to waste haulers operating within Fayette County. The goal is to implement a more equitable, usage-based fee system that reflects actual landfill use and tonnage handled.

2. Background

- a. FCLC currently funds landfill operations by billing cities and incorporated areas based on their population size. While this system has served the Commission for years, it does not reflect actual landfill usage, leading to inequities between communities and over- or undercharging for landfill services.
- b. The Commission is seeking to eliminate municipal billing and instead charge waste haulers directly based on actual tonnage delivered to the landfill. This transition must account for operational, legal, fiscal, and administrative implications and be completed in a way that ensures fairness, transparency, and regulatory compliance.

3. Objectives

- a. The selected firm will:
 - i. Evaluate current billing, hauling, and tonnage tracking processes.
 1. This includes recycling services
 - ii. Develop a feasible, legally sound transition plan to tonnage-based billing.
 - iii. Engage with stakeholders (municipalities, haulers, board members).
 - iv. Provide cost-benefit analysis of the new model.
 - v. Propose an implementation timeline, communications strategy, and enforcement mechanisms.

4. Scope of Work

- a. Assessment Phase
 - i. Review current population-based billing model and municipal agreements.
 - ii. Analyze waste hauler operations, volumes, and existing data collection.
 - iii. Identify all affected stakeholders and their roles.
- b. Planning and Design

- i. Develop a proposed tonnage-based billing model.
 - ii. Recommend fee structures, reporting requirements, and billing frequency.
 - iii. Identify policy or ordinance updates required for implementation.
 - c. Stakeholder Engagement
 - i. Facilitate meetings or workshops with municipal officials and haulers.
 - ii. Provide educational materials explaining the shift.
 - d. Implementation Planning
 - i. Recommend systems or tools to track tonnage and invoice haulers.
 - ii. Propose procedures for dispute resolution, late payments, and enforcement.
 - iii. Estimate administrative costs and staffing requirements.
 - e. Final Deliverables
 - i. Comprehensive transition plan with clear milestones.
 - ii. Sample ordinances or resolutions for Commission and municipalities.
 - iii. Draft hauler agreements or contracts.
 - iv. Final presentation to the Fayette County Landfill Commission.
- 5. Proposal Requirements
 - a. Please include the following in your proposal:
 - i. Company profile and qualifications.
 - ii. Description of approach and methodology.
 - iii. Timeline for project completion.
 - iv. Itemized cost proposal, including any travel or incidental expenses.
 - v. References from recent clients, preferably other public agencies or landfill authorities.
- 6. Selection Criteria
 - a. Proposals will be evaluated based on the following:
 - i. Relevant experience and qualifications.
 - ii. Quality and feasibility of the proposed approach.
 - iii. Understanding of local government and landfill operations.
 - iv. Cost-effectiveness.
 - v. References and past performance.
- 7. Submission Instructions
- 8. Deadline to Submit: [Insert Date]
Submit To:
Fayette County Landfill Commission
Joan Swenka, Coordinator
Solid Waste Transfer Station
10275 Kornhill Road
Fayette, Iowa 52142

joans@iowatelecom.net
563-425-3037

Electronic submissions (PDF format) are encouraged. Late submissions will not be considered.

9. Timeline

a. Milestone	Date
RFP Released	Insert Date
Questions Due	Insert Date
Proposal Deadline	Insert Dat
Selection Made	Insert Date
Project Start	Insert Date

10. Questions

11. All questions regarding this RFP must be submitted via email to joans@iowatelecom.net by [Insert Date]. Answers will be posted or shared with all interested firms.