



**STATEMENT OF QUALIFICATIONS
SOQ-4050-15-DH**

**Mesa County Solid Waste Management
Landfill, Waste Transfer Stations, and Compost Operations**

**RESPONSES DUE:
May 26, 2015 prior to 2:00 PM Local Prevailing Time**

**Address:
Grand Junction City Clerk
250 North 5th Street
Grand Junction, CO 81501**

This solicitation has been developed specifically for a Statement of Qualifications intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction/Mesa County solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX IS NOT ACCEPTABLE** for this solicitation.

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SECTION I. ADMINISTRATIVE INFORMATION

A. ISSUING OFFICE: This Statement of Qualifications (hereinafter referred to as SOQ) is being issued by the City Purchasing Division for the Mesa County Solid Waste Division (hereinafter referred to as Owner).

B. INTENT: It is the intent of this SOQ to provide all prospective agencies with sufficient information to enable them to prepare and submit a Qualification for performing professional solid waste operations for Mesa County. The Qualifications will be reviewed for consideration by an evaluation team approved by Mesa County. Evaluation of the Qualifications shall lead to a “short list” of the most qualified respondents in each category. This group will be asked to prepare proposals for further evaluation and final selection.

C. INQUIRES: All such inquiries shall be made in writing via the e-mail address provided below. All responses reflecting a change in Qualification requirements will be made in writing in the form of an addendum. To be given consideration, inquiries must be received by the deadline stated in Section E, Calendar of Events. All addenda will be made in similar fashion, posted on www.RockyMountainBidSystem.com and on the City’s website.

Duane Hoff, Senior Buyer
Email: duaneh@gjcity.org
Phone (970) 244-1545

D. ADDENDA: All questions shall be submitted in writing to the appropriate person as shown in item C above. Any interpretations, corrections and changes to this SOQ or extensions to the opening/receipt date shall be made by a written Addendum to the SOQ by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the City’s website at www.gjcity.org by selecting the Bids link; and the Rocky Mountain Bid System at www.rockymountainbidsystem.com. Offerors shall acknowledge receipt of all addenda in their proposal.

E. TENTATIVE CALENDAR OF EVENTS:

SOQ/SOQ Available on or about	May 5, 2015
SOQ Pre-Solicitation Conference	May 12, 2015
Questions deadline	May 15, 2015
Submittal deadline for SOQ	May 26, 2015
Short list of qualified firms available	TBD
Contract Execution	before January 1, 2016
Work commences	January 1, 2016

F. SUBMISSION: Each qualification shall include **One (1) hard copy** and **one (1) electronic copy in PDF on CD or USB Flash Drive**, placed in a sealed envelope and marked clearly on the outside “**SOQ-4050-15-DH Mesa County Landfill Operations**”. THE ELECTRONIC COPY SHALL BE AN EXACT REPRODUCTION OF THE ORIGINAL DOCUMENT(S) PROVIDED. ALL SECTIONS SHALL BE COMBINED INTO A SINGLE ELECTRONIC PDF DOCUMENT. **THE ELECTRONIC COPY SHALL BE THE OFFICIAL DOCUMENT.** For proper comparison and evaluation, the Owner requests that proposals be formatted as directed in each appropriate section titled “Required Information and Submittals.” Submittals received that fail to follow this format may be ruled non-responsive.

G. LATE RESPONSES: Responses received after the time and date specified, whether delivered or mailed, **may not be considered.** It is the sole responsibility of each respondent to ensure that their submittals arrive at the City Clerk office prior to the time and date specified.

H. REJECTION OF SUBMITTALS: The Owner reserves the right to accept or reject any or all submittals received in response to this solicitation. The Owner further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the Owner.

I. PROPRIETARY INFORMATION: All submittals in response to this request become public record and become subject to public inspection. Any confidential information contained in your submittals **must be clearly identified** as such or it will not be treated as confidential or proprietary by the Owner and then only to the extent allowable by law in the Open Records Act. Unrestricted disclosure of proprietary or confidential information by the Agency places it in the public domain. Proprietary or confidential information is defined by the Owner to be any information that is not generally known to competitors and which may provide a competitive advantage. **SUBMITTALS IN THEIR ENTIRETY CAN NOT BE SPECIFIED CONFIDENTIAL OR PROPRIETARY.**

J. SUBMITTAL OWNERSHIP: All materials submitted with regard to this solicitation become the property of the Owner and will only be returned at the Owner's option.

K. OPEN RECORDS: Statements shall be received and publicly acknowledged at the locations, date, and time stated herein. Offerors, their representatives and interested persons may be present. Statements shall be received and acknowledged only so as to avoid disclosure of process. However, all statements shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the statement so identified by such shall be treated as confidential by the Owner to the extent allowable by the Open Records Act.

L. EXPENSES: Expenses incurred by prospective respondents in preparation, submission, and presentation of this SOQ are the responsibility of the respondents and can not be charged to the Owner.

M. ASSIGNMENT: The selected Agency shall not sell, assign, transfer or convey any contract resulting from this SOQ in whole or in part without prior written approval from the Owner. Any claims for payment due to the provider from the Owner under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the Owner.

N. INDEMNIFICATION: The awarded Firm shall defend, indemnify and save harmless the City of Grand Junction and/or Mesa County, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Qualification award. Firm shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

O. SALES TAX: The City of Grand Junction/Mesa County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

SECTION II. SCOPE OF SERVICES

A. BACKGROUND: Mesa County will accept qualifications from interested parties for landfill, waste transfer station, and composting operations for the Solid Waste Division of Mesa County. The Mesa County Landfill is located at 3071 U.S. Highway 50, Grand Junction, Colorado, and currently receives an average of 500 tons per day of municipal solid waste and construction and demolition debris. The landfill operates six days a week, Monday through Friday, 7:00am to 5:00pm and Saturday 8:00am to 4:30pm. The composting facility, located at the landfill, currently receives an average of 60,000 yards annually of green waste materials; grass clippings, leaves, tree limbs, flowers/weeds, cull fruit, stall bedding and manure. The composting facility is open to the public 5 days a week, Tuesday through Saturday 8:00am to 4:30pm, for material drop-off and sales. The composting facility operates on Mondays for windrowing, grinding and screening activities.

Mesa County also provides four (4) waste transfer stations for use by residents only in outlying areas of the County. The transfer stations are staffed when open and users are charged the appropriate tipping fee. The waste from the transfer stations is hauled to the Mesa County Landfill on an as needed basis.

<u>Transfer Station</u>	<u>Open</u>	<u>Distance from landfill</u>
Fruita	Wednesday, Thursday, Saturday 9:00am-5:00pm	20 Miles
DeBeque	2 nd & 4 th Saturday of the Month 9:00am-2:00pm	35 Miles
Molina	Tuesday, Friday, Saturday 9:00am-5:00pm	35 Miles
Gateway	1 st & 3 rd Saturday of the Month 9:00am-2:00pm	55 Miles

The County is seeking a qualified contractor to provide all personnel and furnish select equipment to operate the Mesa County Landfill, associated waste transfer stations, and composting facility in accordance with the current Mesa County Landfill Engineering, Design and Operations Plan (EDOP) and other Standard Operating Procedures (SOP's) for each facility. A hardcopy of the EDOP and SOP's will be available for review at the Landfill by appointment only. All environmental compliance reporting and monitoring will be conducted by the Owner, including engineering support services for surveying and construction designs.

Mesa County reserves the right to offer a proposal to the Board of County Commissioners to operate the landfill in-house. The proposal, if offered, will be evaluated and the decision to contract or operate the services in-house will be at the sole discretion of the County Commissioners.

The County may select the firm who they determine most closely satisfies the specific needs of the County. There is no requirement for acceptance of the lowest cost of service offered. Mesa County reserves the right to reject any and all proposals.

B. OBJECTIVE: The general scope of services to be obtained as a result of this SOQ includes professional Landfill Operation service. Firms that are selected to submit Proposals must submit a plan that will focus on land fill and composting operations. **The County reserves the right to contract separately or provide in-house support for services other than landfill, waste transfer station or composting operations.**

C. CONTRACT PERIOD: The initial contract will be for a period of ten years, **January 1, 2016 through December 31, 2025.** Mesa County reserves the right to extend this initial contract up to two - five (5) year extensions, upon mutual agreement with the contracted provider.

D. NON-APPROPRIATION OF FUNDS: The contractual obligation of Mesa County under this contract is contingent upon the availability of appropriated funds from this fiscal year budget as approved by the Board of County Commissioners for each fiscal year. State of Colorado Statutes prohibit obligation of public funds beyond the fiscal year for which the budget was approved. Anticipated expenditures/obligations beyond the end of the current fiscal year.

SUBMISSION REQUIREMENTS AND INSTRUCTIONS

- A. COVER LETTER:** A cover letter shall be provided which succinctly explains the Offeror's interest in the project. The letter shall contain the name/address/phone number/email address of the person who will serve as the principal contact person and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Offeror agrees to all requirements herein. Offeror shall also acknowledge receipt of any and all addenda.
- B. QUALIFICATIONS/EXPERIENCE/CREDENTIALS:** Proposers shall provide their qualifications for consideration as a contract provider to the Owner and include prior experience in similar projects, specifically landfill and composting operations.
- C. STRATEGY AND IMPLEMENTATION PLAN:** Describe your (the firm's) interpretation of the Owner's objectives with regard to this SOQ. Describe the proposed strategy and/or plan for achieving the objectives of this SOQ. The Firm may utilize a written narrative or any other printed technique to demonstrate ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the SOQ objectives are accomplished. Include a **time schedule** for completion of your firm's implementation plan and an estimate of time commitments from Owner staff.
- D. REFERENCES:** Provide five (5) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. ADDITIONAL DATA (OPTIONAL):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

EVALUATION CRITERIA AND FACTORS

Evaluation: An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

Intent: Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The Owner reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the SOQ
- Understanding of the project and the objectives
- Experience with landfill and compost operations
- Necessary resources
- Strategy & Implementation Plan
- Demonstrated capability and use of controls (cost, schedule, and quality)
- References