

SCOPE OF WORK  
SOLID WASTE ENGINEERING SERVICES  
FOR  
JACKSON COUNTY

Jackson County, Colorado

Jackson County is soliciting statements of qualifications and experience from solid waste engineering design firms for on-call solid waste related services. Services to be provided include landfill engineering, permitting, and construction phase services, landfill gas design, permitting and monitoring, Title V assistance, green-house gas assistance, recycling design and permitting assistance, stormwater management planning, leachate management design and permitting, groundwater monitoring, engineered design and operation plan (EDOP) revisions/update, landfill survey work, financial assurance calculations, capacity estimates, landfill life projections, household hazardous waste assistance, exploration and production (E&P) waste assistance, and general civil design. Selection will be based on an evaluation of factors including, but not limited to, recent experience in solid waste projects, local knowledge of the region, ability to present to a public forum, reputation, background, capacity to meet schedules and budgets, quality of previous solid waste projects undertaken, familiarity with Jackson County, and degree of interest shown.

**Sealed statements of qualifications will be received at the Jackson County Administrator's Office, 404 4th Street, Walden, Colorado 80480 until 4:00 p.m., local time, Friday April 19, 2024.**

Any statement of qualifications received after this time will be returned unopened. The Request for Qualifications document may be obtained at the Jackson County Administrator's Office, 404 4th Street, Walden, CO 80480, during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, by calling (970) 723-4660, or by return e-mail only. The complete document is also available at the Jackson County Government under "bids & proposals", <https://www.jacksoncountycolorado.gov/>

The Request for Qualifications notice is being published in the Jackson County Star

## Statement of Interest and Qualifications

Jackson County, Colorado

### REQUEST FOR QUALIFICATIONS SOLID WASTE ENGINEERING SERVICES FOR JACKSON COUNTY, COLORADO

Jackson County, Colorado  
March 21st, 2024

#### I. PROPOSAL DESCRIPTION

Jackson County (“County”) is soliciting statements of qualifications and experience from solid waste engineering design firms for on call general services. Services to be provided include landfill engineering, permitting, and construction phase services, landfill gas design, permitting and monitoring, Title V assistance, green-house gas assistance, recycling design and permitting assistance, storm-water management planning, leachate management design and permitting, groundwater monitoring, engineered design and operation plan (EDOP) revision/update efforts, landfill survey work, financial assurance calculations, capacity estimates, landfill life projections, household hazardous waste assistance, exploration and production (E&P) waste assistance, and general civil design. The purpose of this request is to procure a design team for general solid waste, landfill, recycling, compost and household hazardous waste projects and operational assistance.

Design services must include the following professional disciplines and specialty consulting areas: solid waste design and permitting; civil engineering; survey work; and general construction phase services.

#### II. BACKGROUND INFORMATION

The Jackson County Landfill is located about 2.6 miles North of Walden with access from Colorado Highway 125 on 71.74 acres that were purchased from the Brownlee family in 1988. The Subtitle D landfill is owned and operated by Jackson County. The landfill accepts approximately 10,000 cubic tons per year of residential waste, commercial waste, construction and demolition debris, and special waste. The landfill does not have a gas collection system. The landfill area also includes a waste tire storage area, a leachate holding pond, a metals pile for recycling, and a wood waste pile that is periodically burned.

REQUEST FOR PROPOSALS  
for  
Landfill Engineering Services  
MARCH 21<sup>st</sup>, 2024

**Overview**

Jackson County Government (“County”) is soliciting bids from qualified contractors to provide services for the following:

Landfill engineering services located at the Jackson County Landfill, 651 JCR 51, Walden CO, 80480.

Copies of the request are available at [www.JacksonCountyCO.gov](http://www.JacksonCountyCO.gov) under ‘Bids & Proposals’ or by request at the Jackson County Administrator’s Office. Contact Samantha Martin, County Administrator for additional project information at [smartin@Jacksoncountyco.gov](mailto:smartin@Jacksoncountyco.gov) or 970.723.4660.

**Scope of Services**

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the Engineering Services.

Work shall be completed as set forth in a contract for this project to be negotiated with the County based upon the contractor’s written proposal.

**Date and time of service**

Service will be performed on an ongoing basis beginning June 1, 2024. Service will be performed on a schedule during Jackson County Landfill hours of operation (summer) Monday – Friday 8:00 am – 4:00 pm/(winter) Tuesday - Friday 8:00 am - 4:00 pm and to be agreed upon prior to contract. Potential schedule should be included in the contractor's written proposal.

**Indemnification and Insurance**

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor’s sub contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- a. Worker’s Compensation and Employer’s Liability:
  - i. Worker’s Compensation must be maintained with the statutory limits.
  - ii. Employer’s liability is required for minimum limits of:
    - \$1,000,000 Each Accident
    - \$500,000 Disease Policy
    - \$1,000,000 Disease Each Employee
- b. Commercial General Liability:
  - i. \$1,000,000 Each Occurrence
  - ii. \$2,000,000 General Aggregate

- iii. \$2,000,000 Products Completed Operations Aggregate
- c. Automobile Liability: Contractor will maintain business auto liability coverage covering liability arising out of any auto (including owned, hired and non-owned autos) used in the performance of services under this Agreement.
  - i. \$1,000,000 Combined Single Limit Each Accident

Insurance coverage shall not be reduced below the limits described above or canceled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall: • Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and • Not canceled without thirty (30) days prior written notice to the County.

### **Proposal Format**

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the County to effectively evaluate each proposal. Potential daily schedule of services should also be included.

### **Refinements and Improvements**

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners requirements.

## **Part I - ADMINISTRATIVE INFORMATION**

### **A. Issuing Officer**

This Request for Proposals ("RFP") is issued by Jackson County Landfill. For questions, please contact Jackson County Administrator Samantha Martin at [smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov) or 970.723.4660.

### **B. Purpose**

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

### **C. Scope**

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

### **D. Scheduling**

Proposals must be submitted via email to [smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov) by **April 19, 2024** no later than **4:00 PM MST/MDT**. The proposal should outline the schedule for commencement of service.

### **E. Inquiries and Questions**

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of any requirements or schedule a site visit to the property. Direct all inquiries to the following, no later than Noon (12:00 PM) **April 5, 2024**.

Samantha Martin  
Jackson County Administrator  
970.723.4660  
[smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov)

#### Time Schedule:

Thursday March 21, 2024: Request for Proposals publicly advertised and posted on County website

Friday, April 5, 2024, no later than 12:00 PM MST/MDT: Deadline for all Questions

Wednesday, April 10, 2024: All Questions, Comments and Responses to Questions posted by the County at Bids and Proposals on [www.jacksoncountyco.gov](http://www.jacksoncountyco.gov)

Friday, April 19, 2024: **Proposals must be submitted via email to [smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov) no later than 4:00 p.m. MST/MDT**

Tuesday, April 23, 2024: Official Bid Opening at 10:00am

Friday, April 26, 2024: Notice of Award and send Unsuccessful Bidder letter (email) to all proposers

### **F. Instructions for Submission of Proposals**

It is imperative, when submitting a proposal, that the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

#### **Email Address:**

[smartin@jacksoncountyco.gov](mailto:smartin@jacksoncountyco.gov)

#### **Subject Line Text:**

Vendor's Name - Landfill Engineering Services

#### **Body Text:**

ATTN: Samantha Martin, Jackson County Administrator  
Proposal for: Landfill Engineering Services

1. Contractor's company name
2. Contact name and phone number

### **G. Late Proposals**

It is the responsibility of each vendor submitting a proposal to ensure that emailed proposals arrive to Jackson County by 4:00 PM MST/MDT on April 19, 2024.

### **H. Proprietary Information**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

### **I. Response Material Ownership**

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

### **J. Incurring Costs**

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

### **K. Acceptance of Proposal Content**

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

### **L. Acceptance Time**

The County intends to make a proposal selection within 10 business days after the closing date for receipt of proposals.

### **M. Budget**

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

## **PART II – PROPOSAL CONTENT**

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

### **Scope of Work**

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

### **Qualifications**

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of the contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

### **PART III – PROPOSAL EVALUATION AND SELECTION**

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principal basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

#### **Selection Process.**

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals ("Proponents") or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating proposals that includes but is not limited to:
  - a. Cost;
  - b. The reputation, experience and efficiency of the Proponent;
  - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
  - d. The comparative quality of the goods and services bid;
  - e. The Proponent's performance under previous contracts with Jackson County;
  - f. The number and scope of conditions attached to the proposal;
  - g. The Proponent's interest in the project, as well as their understanding of the project scope and the specific requirements of Jackson County; and
  - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent's standard contract if the County's standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.