

REQUEST FOR PROPOSAL (RFP)

SWEETWATER COUNTY SOLID WASTE DISPOSAL DISTRICT 1

MASTER PLAN



**SWEETWATER COUNTY
SOLID WASTE
DISPOSAL DISTRICT 1
ROCK SPRINGS
LANDFILL**

**PO Box 1493
ROCK SPRINGS, WY
82902**

SWCSWDD1.COM

DATE
2/6/2025

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1 Introduction

Sweetwater County Solid Waste Disposal District #1 (SWCSWDD1)

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide a [Solid Waste Management Master Plan](#) to SWCSWDD1. The RFP provides vendors with the relevant operational, performance, application, and architectural requirements that the master plan must fulfill.

This document describes the Request for Proposal (RFP) from SWCSWDD1. This document is a company confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

Rules for tendering this RFP are explained in Section 2.

1.1 Purpose of the RFP

SWCSWDD1 is selecting a solution/service provider for a [Solid Waste Management Master Plan](#). Our objective is to select the vendor who most fully meets the requirements identified in this Request for Proposal (RFP). SWCSWDD1 may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies SWCSWDD1 requirements.

Within the RFP you will find all the information necessary to do a proper assessment of SWCSWDD1 requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phases of the selection process.

1.2 Scope of Work

Task Series 100 - Program Needs Assessments & Design Concept Development

Task 101 Program/Service Needs Assessments

Activities:

The program and service area needs assessments will establish the foundation for site planning, facility identification, and preliminary sizing of system components. The needs assessments, and master plan as a whole, will plan for future facility development requirements for the next 25 years, beginning with the present day. This critical component has been established as the first step in the planning process to allow SWCSWDD1 to have a firm foundation for evaluating, planning, and defining the system requirements.

The following preliminary programs and service delivery areas have been identified for needs assessment under this task:

- Existing maintenance building expansion
- Potential future landfill
- Petroleum-contaminated materials are decommissioning/repurposing
- Mattresses
- Electronics
- Household hazardous waste
- Paints
- Recycling center
- Batteries

- Metals
- Dead animals
- Asbestos
- Composting
- Piggyback landfill
- Solar Placement on Final Covered Areas and Unused Land
- Aerial Survey of the entire site.
- Support Systems
 - Leachate management and disposal
 - Storm water management
 - Soil borrow and maneuvering areas
 - Personnel and facilities
 - Petroleum-contaminated soils

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Meeting agenda and meeting notes for meetings identified in the ‘Planned Meetings’ section of this task. Draft agendas will be provided to SWCSWDD1 prior to meeting time. Similarly, meeting notes will be provided following each meeting.
- Needs assessment technical memorandum in draft and final form.

Task 102 Programmatic Review and Development Prioritization

Activities: Needs assessments for components of infrastructure will be holistically evaluated in relation to one another and assigned a relative priority for implementation.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Draft and Final Development prioritization report.

Task Series 200 - User & Facility Design Requirements Identification

Task 201 Overall Facility Layout & Spatial Requirements

Activities: With an understanding of the infrastructure programmatic needs and prioritization of development, the vendor will prepare an overall facility layout plan identifying the spatial requirements and overall location at the site for each infrastructure component discussed and evaluated.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Up to two (2) options for Overall Facility Layout.

Task 202 Facility Infrastructure Refinement

Activities: Refine facility infrastructure from previous tasks to support the current and anticipated future needs of programs and service areas identified in Task Series 100 with the goal of maximizing cross-program utility and minimizing potential future relocation of infrastructure elements.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Meeting agenda and meeting notes for the facility infrastructure requirements review meeting. A draft agenda will be provided to SWCSWDD1 prior to meeting time. Similarly, meeting notes will be provided to SWCSWDD1 following each meeting.

Task Series 300 – Cost of Service and Rate Model Development

Task 301 Current Cost of Service and Rate Analysis

Activities: The vendor will prepare a cost of services analysis to determine the adequacy of SWCSWDD1’s solid waste rates to support existing and expected future operations and expenses.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Draft and final technical memorandum detailing the cost-of-service analysis findings.

Task 302 Forecasted Cost of Services Analysis and Rate Model Development

Activities: Using the findings of the cost-of-service analysis from the prior task, the vendor will prepare and develop a model for determining future costs of services for the next ten years. The forecasted cost of services will focus on:

- Fleet replacement – specifically equipment.
- Debt service and capital improvement plan – accounting for infrastructure and post-closure care costs for the landfill beyond 20 years.
- Reserve fund – focusing on ensuring adequate reserve funding for the enterprise fund to meet unknown expenditures.
- Landfill closure and post-closure – establishing a plan to build landfill closure and post-closure fund balances to meet closure care costs at the landfill’s end of life.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Forecasted cost of services analysis memorandum.
- Revenue analysis memorandum.
- Benchmarking study memorandum.
- Proposed rate schedule.

Task Series 400 – Landfill Fill Plan

Task 401 Fill Plan for Existing Landfill

Activities: Conduct meeting with District to determine the specific needs and objectives relative to filling sequence of the existing cell and the next cell anticipated to be constructed in 2025.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Draft and final fill sequencing drawings.

Task Series 500 – Solid Waste Management Master Plan Development

Activities: The vendor will utilize the data and analysis completed in prior tasks to work with SWCSWDD1 to prepare a master plan. This master plan will be utilized as a functional planning and communication tool to aid in capital planning, development planning, and decision-making related to future site use and expansion of the landfill and associated onsite programs. The plan will present a strategy for the ultimate development of infrastructure to support operations at the site in a manner that reflects SWCSWDD1's needs and strategic initiatives, resources management, environmental protection, and space allocation requirements.

Deliverables: The following deliverables will be provided to SWCSWDD1 as part of this task:

- Meeting agenda and meeting notes for the master plan review meeting. A draft agenda will be provided to SWCSWDD1 prior to meeting time. Similarly, meeting notes will be provided to District following each meeting.
- Draft and final solid waste management master plan.

1.3 Confidentiality

This Request for Proposal, including any other material and information provided by [SWCSWDD1](#), contains [SWCSWDD1](#) proprietary and confidential information that is provided to you for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by email.

This document should not be duplicated except as necessary to prepare your response. This document should not be disclosed or distributed to any third party. All copies of this document except one file copy should be destroyed following submission of your response. The file copy should be held confidential and not used for any purpose other than bid evaluation, response preparation, and subsequent discussions with [SWCSWDD1](#), if any result. You should safeguard the confidentiality of this document and any copies with the same degree of care with which you safeguard your own confidential information. Vendors may not use the name, logo, or trademarks of [SWCSWDD1](#) in connection with any advertising or publicity materials or activities without the prior written consent of the [SWCSWDD1](#). The obligation not to disclose any confidential information shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against the vendor, nor by the rejection of any agreement between the [SWCSWDD1](#) and the vendor, by a trustee of the vendor in bankruptcy, or by the vendor as a debtor-in-possession or the equivalent of any of the foregoing under local law.

2 Vendor Instructions

2.1 Background

This RFP has been issued to organizations that will respond satisfactorily to the Request for Proposals (RFP) dated [2/6/2025](#). The RFP identifies [SWCSWDD1](#)'s requirements in sufficient detail in order to identify a preferred vendor.

2.2 General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- Only respondents who have been directly invited to respond to this RFP shall be considered.
- Vendor responses must be valid for 6 months from the date of submission.
- Vendors must be commercially bound to their response.
- Vendors must address all matters raised in this RFP.
- Any statements made about the performance and specifications of the proposed solution will be considered to be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in the response to the RFP.
- Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration.

Submission of proposals shall constitute evidence that the vendor has made all the above--- mentioned examinations, and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

2.3 RFP Changes, Binding Bid Process

[SWCSWDD1](#) reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. This RFP has been issued exclusively for providing adequate information about [a Solid Waste Management Master Plan](#) requirements for [SWCSWDD1](#) in order to receive a proposal of this project from vendors. While one or more vendors may be selected as candidates, and [SWCSWDD1](#) may negotiate a vendor contract with one or more respondents, [SWCSWDD1](#) reserves the right to reject any or all of the responses

received for any reason or no reason, and to decline negotiating and signing a vendor contract with any vendors responding to the RFP regardless of whether any vendor's response is partially or fully accepted or rejected, or contains the highest or lowest mark-up or price, or the most timely services delivery commitment, or whether a vendor responds with a no-response notice or has an existing contract with SWCSWDD1, and regardless of any other matter. SWCSWDD1 further reserves the right to negotiate with any vendor who does not receive this RFP. Accordingly, responses should be submitted in the terms most favorable to SWCSWDD1. SWCSWDD1 will consider vendor responses as binding offers by vendors.

2.4 Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process.

2.5 Structure of the Response

All responses to this proposal must follow the structure given below:

1. Company Profile
(Describe your organization's core businesses, products, services, markets, awards, etc.)
2. Similar Experience & Customer References
3. Requirements Understanding / Scope of Work
(Please illustrate that you have understood our requirements.)
4. Vendor Eligibility Criteria (as per section 3 of RFP)
5. Implementation Approach / Deliverables
6. Post Implementation Support
7. Project Plan / Timelines
8. Pricing Details (as per format in section 4 of the RFP)

2.6 Schedule of Events

Event	Date
RFP Distribution to Vendors	2/6/25
Written Confirmation of Vendors with Bid Intention	by 2/13/25
Questions from Vendors and any site visits	2/6/25 – 3/20/25
Proposal Due Date	3/27/25
Target Date for Review of Proposals	4/14/25

2.7 Contacts

Any questions concerning technical specifications or Statement of Work (SOW) or contractual terms & conditions must be directed to:

Name – Dan Chetterbock	
Address – PO Box 1493 Rock Springs, WY 82902-1493	
Phone – 307-352-6869	
Email – dan.rslandfill@gmail.com	

Responses to the RFP are due by **3/27/25**. Please submit your response in via email or print to:

Name – Dan Chetterbock	
Address – PO Box 1493 Rock Springs, WY 82902-1493	
Phone – 307-352-6869	
Email – dan.rslandfill@gmail.com	

2.8 Evaluation Criteria

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

- Completeness of proposal
- Experience and past performance with similar customers
- Ability to meet requirements
- Initial cost and any recurring costs
- Demonstrated quality of service

SWCSWDD1 does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

2.9 Awarding of Contract

SWCSWDD1 is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective suppliers are advised that nothing in this documentation, or in any communication between SWCSWDD1 and any other party, shall be taken as constituting a contract, agreement or representation between SWCSWDD1 and/or any other party, except for a formal award of contract made in writing by SWCSWDD1. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

Please note that SWCSWDD1 reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. SWCSWDD1 reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.

SWCSWDD1 has prepared this RFP in good faith. To the extent that SWCSWDD1 is permitted by law, SWCSWDD1 excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

3 Vendor Eligibility Criteria

- Vendor is defined as an independent company registered in the USA or a consortium of partnership between a local USA registered company and local or global services partner. Please provide the following details:
 - Legal Name:
 - Parent Company:
 - Corporate Headquarter Address:
 - Internet Address:
 - In what business area has your company engaged?
 - How many years has your company been in business under its present name?
 - Is there, or has there been in the last three years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated products and services? State the status of any current or pending lawsuits.

- The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership) and be able to demonstrate that it has been and

is offering goods/services under the business name for a period not less than **5 years**. Sole Proprietors/Independent Contractors must be able to demonstrate that they have been engaged in their business activity for not less than **5 years**.

- The vendor should have the experience of providing master plan solutions/services for at least **5 years**.

The eligibility will be seen based on the above criteria and [SWCSWDD1](#) has the right to reject responses not meeting the qualification criteria.

4 Pricing Details

All prices quoted by the vendor must be fully itemized, in USD, and inclusive of all expenses. SWCSWDD1 expects the vendor to quote a price for:

Task Series 100 – Program/Service Needs Assessments

Task Series 200 – Facility Design Requirements

Task Series 300 – Master Plan Development

Task Series 400 – Cost of Service and Rate Model Development

Task Series 500 – Solid Waste Management Master Plan Development

Any other related expenses or costs pertaining to the Master Plan

Please clearly identify all assumptions made when producing these prices.