

April 7, 2020

Subject: Request for Proposal for Excavation of Trench at Custer County Landfill

Attached you will find a Request for Proposal (RFP) for the final excavation of existing landfill trench located in Custer County.

We hope you will consider responding to the request as your company appears to have significant experience with this type of project.

This RFP is also available on the Custer County website: [www.custercountygov.com](http://www.custercountygov.com) under the Finance/Human Resources tab under Bids and RFPs. All questions and responses will be posted on this page. Please be sure to check this site often for updates.

Cara Evans, BOCC Administrative Assistant, is the point of contact for the project. If you have any questions, need additional information, or to submit a bid package, please contact Cara at 719-783-2552 or at [boccadmin@custercountygov.com](mailto:boccadmin@custercountygov.com).

If there are any questions regarding the contents of this correspondence, please call the Commissioner's office at 719-783-2552 or contact a Board of County Commissioner at the email addresses listed below.

Thank you for considering this project and we hope to receive your response and bid.

Sincerely,

*Tommy G. Flower*

Tommy G. Flower  
Chairman  
[tom@custercountygov.com](mailto:tom@custercountygov.com)

*William R. Canda*

William R. Canda  
Vice-Chairman  
[bill@custercountygov.com](mailto:bill@custercountygov.com)

*Jay D. Printz*

Jay D. Printz  
Commissioner  
[jay@custercountygov.com](mailto:jay@custercountygov.com)

April 7, 2020

# Custer County Landfill

## Excavation of Landfill Trench

Custer County Board of County Commissioners  
205 South Sixth Street  
Westcliffe, Colorado 81252

### 1. Project Goal

The Custer County Board of County Commissioners (BOCC) seeks to retain the services of an excavation company to complete the excavation of an existing landfill trench. The purpose of this Request for Proposal (RFP) is to obtain relevant information, credentials, qualifications, experience and a proposed Project Cost from interested excavation companies to inform the Board of the costs to complete the project.

### 2. Scope of Work

The Scope of Work for this project is to excavate approximately five hundred (500) lineal feet of a landfill trench. Dimensions of the trench profile is ninety-three (93) feet wide at the top of the trench and thirty-four (34) feet wide the bottom of the trench with the accompanying slope of the sides. The final depth of the trench shall be twenty (20) feet to natural grade. Excavated material will be sorted into topsoil, clay and pit run stockpiles to be located within the boundary of the landfill not to exceed a distance of one thousand (1,000) feet. Location of stockpiles will be determined by the landfill manager prior to excavation.

The excavation will be a continuation of the existing trench that is currently being used by the public. Excavation work will be executed using a round trip format, i.e. enter one end of the trench and exiting the opposite end to deposit material.

Excavation costs should include mobilization, demobilization, fuel, labor and equipment.

The contract will be awarded May 5, 2020.

The project shall start no later than thirty (30) days from the award date of the contract. The scheduled duration of the project will be thirty (30) days from the start of excavation. Allowances will be made for unforeseen weather events and/or the possible accumulation of runoff water.

### 3. Target Deliverable Schedule

The following table gives an estimate of the timeline for the Project:

<b>Date</b>	<b>Activity</b>
4/13-4/20, 2020	Request for Proposal Published
4/30/20	Selection of Excavation Company Services by BOCC
5/15/20	Mobilization and Excavation Work To Begin
6/15/20	Excavation Work To Be Completed
6/17/20	Demobilization Completed

The RFP schedule is as follows:

<b>Date</b>	<b>Activity</b>
4/9-10/20	Publish RFP for Excavation Services
4/13/20	Deadline for Submission of Questions
4/17/20	Deadline for Response to Submitted Questions
4/21/20	Site Visit conducted at 10:00 am, County Landfill
4/27/20	<b>Deadline for Submittals (4:00PM in the office of the BOCC)</b>
5/5/20	Award of Excavation Contract Notification
6/1/20	Excavation Project Start Date
7/1/20	Excavation Completion Deadline

### 4. Available Resources

Questions concerning this project can be submitted to: Cara Evans, BOCC Administrative Assistant, 719-783-2552 or [boccadmin@custercountygov.com](mailto:boccadmin@custercountygov.com). All questions submitted and corresponding answers will be posted on the county website under the Finance/Human Resources tab. Please do not direct your questions to the landfill manager or employees as they will be consulted on any questions posed.

The Custer County Landfill Manager will conduct a site visit for interested parties at 10:00 am, April 21, 2020.

## 5. Evaluation Metrics

The Custer County BOCC will evaluate proposals based on the following criteria:

Criteria	%
Qualification/Insurance coverage	10
Relevant Experience/Similar Projects	20
Demonstrated Understanding of Project	10
Ability to Meet Deadline	20
Project Bid	40
<b>Total</b>	<b>100</b>

## 6. Submittal Requirements

**The Project Bid must be received by the BOCC Administrative Assistant by 4:00 pm, April 27, 2020**

The RFP bid response shall include the following information:

**Cover Letter**

**Project Summary**

**Project Cost**

**Primary Contact Person**

**Documentation of Liability Insurance**

**Bids accepted by hard copy or electronically**

Companies may not contact any staff or employees of Custer County or other parties involved in this Project, except during the site visit. All communication regarding this Project should be directed by email to Cara Evans: [boccadmin@custercountygov.com](mailto:boccadmin@custercountygov.com)

Please deliver your Bid (**in person, USPS or electronically**) to: Cara Evans, Administrative Assistant of the Custer County Board of Commissioners, 205 South 6<sup>th</sup> Street, PO Box 150, Westcliffe, CO 81252 or at [boccadmin@custercountygov.com](mailto:boccadmin@custercountygov.com)

Responses will be time-stamped and logged upon receipt. Bids received after the deadline will NOT be considered and will be returned. All timely and properly prepared Bids will be considered for evaluation.

## 7. Reservations

Custer County reserves the right to reject any or all Bids and to waive any informality, technical defects or clerical errors in any Bid as the best interest of Custer County may require. Selection procedures will be conducted in conformance with all applicable qualifications-based selection requirements.

## 8. Additional Information

### Questions & Inquiries

Prior to the Deadline for Submission of Questions, applicants may submit written questions to [boccadmin@custercountygov.com](mailto:boccadmin@custercountygov.com). Questions and answers will be compiled and posted on the county website, and every effort will be made to answer the questions prior to the Deadline for Response to Submitted Questions.

### Addenda

Custer County reserves the right to issue addenda to the RFP at any time as a result of questions, change in schedule or other matters. Such information will be transmitted to all companies and posted on the Custer County website. Custer County also reserves the right to cancel or reissue the RFP.