

Herriman City
5355 W Herriman Main Street
Herriman, UT 84096
801-446-5323

Request for Proposals Solid Waste Withdrawal Feasibility Study

Due Date: July 29, 2026 at 4:00 pm MDT

1. Introduction

Herriman City is seeking proposals from qualified and experienced feasibility consultants to provide a solid waste withdrawal feasibility study for Herriman City pursuant to §17B-1-505.7.

2. Background

Herriman City's current solid waste service provider is Wasatch Front Waste & Recycling District (WFWRD), a garbage disposal district governed by Title 17B of the Utah Code. Herriman City is seeking to withdraw from WFWRD following the process described in Utah Code §17B-1-505.7. Part of the withdrawal process is conducting a feasibility study "to determine the functional and financial feasibility of withdrawing an area from a garbage disposal district" Utah Code §17B-1-505.7(1)(b). Feasibility consultants responding to this RFP will be asked to complete a feasibility study as described below.

3. Services to be Provided

3.1 – Feasibility Study

The feasibility study shall consider the following factors found in Utah Code §17B-1-505.7(5)(a):

1. The physical and other assets that will be required by the withdrawing entity to provide, without interruption or diminution of service, the same service that is being provided by the garbage disposal district.
2. The physical and other assets that will no longer be required by the garbage disposal district to continue to provide the current level of service to the remainder of the garbage disposal district, excluding the withdrawing entity, and could be transferred to the withdrawing entity.
3. A fair and equitable allocation of the garbage disposal district's assets between the garbage disposal district and the withdrawing entity, effective upon the withdrawal of the

withdrawing entity from the garbage disposal district.

4. A fair and equitable allocation of the debts, liabilities, and obligations of the garbage disposal district and any local building authority of the garbage disposal district, between the withdrawing entity and the remaining garbage disposal district, taking into consideration:
 - a. Any requirement to maintain the excludability of interest from the income of the holder of the debt, liability, or obligation for federal income tax purposes; and
 - b. Any garbage disposal district assets that have been purchased with the proceeds of bonds issued by the garbage disposal district that the garbage disposal district will retain and any assets that will be transferred to the withdrawing entity.
5. The number and classification of garbage disposal district employees who will no longer be required to serve the remaining portions of the garbage disposal district after the withdrawing entity withdraws from the garbage disposal district, including the dollar amount of the wages, salaries, and benefits attributable to the employees and the estimated cost associated with termination of the employees if the withdrawing entity does not employ the employees.
6. Any other factor that the feasibility consultant considers relevant to the question of the withdrawing entity's withdrawal from the garbage disposal district.

The feasibility study should also include a summary of Herriman City's proportionate share of WFWRD's assets and liabilities.

3.2 – Written Report and Presentation

The results of the feasibility study must be provided in a written report that contains the following information:

1. A recommendation concerning whether a withdrawing entity's withdrawal from a garbage disposal district is functionally and financially feasible for the withdrawing entity.
2. Any conditions the feasibility consultant determines need to be satisfied in order to make the withdrawal functionally and financially feasible, including the garbage disposal district assets and liabilities to be allocated to the withdrawing entity.
3. A one-page summary of the feasibility study, including the recommendation and any conditions described above in terms that the average member of the public can understand.

The report, once finished, shall be sent to the board of trustees of the Wasatch Front Waste and

Recycling District, and the Herriman City Council.

The feasibility study and the written report must be completed by the feasibility consultant **within 70 days** of the contract date.

Within 60 days of sending the report to the Herriman City Council, the selected consultant will present the report to the Council in a public meeting.

4. Proposal Requirements

4.1 Proposal Content

Proposal Checklist	
Completed Cover Letter.	
Completed Certification (Exhibit B).	
Completed IRS W-9 Form.	
Completed proposal for the Services to be Provided (Section 3).	
Completed statement of qualifications (Evaluation criterion 1).	
Completed project methodology description (Evaluation criterion 2).	
Completed project management plan (Evaluation criterion 3).	
Completed cost proposal (Evaluation criterion 4).	
Submit 3-5 references, with a minimum of 2 references being current customers.	

4.2 Submission Instructions

- **Submission Method.** Please submit proposals electronically in PDF format to the Utah Public Procurement Place (SciQuest or Bonfire):
 - <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah>
 - <https://utah.bonfirehub.com/portal/?tab=openOpportunities>
- **Deadline.** Proposers must submit their proposals by 4:00 pm MDT on **July 29, 2026**. Late submissions will not be considered.
- **Proposal Format and Length.** To facilitate review, proposals should be concise, well-organized, and limited to the information requested in this RFP. The proposal, excluding the cover letter, resumes and appendices, should not exceed six (6) pages.
- **Questions and Clarifications.** All questions related to this RFP must be submitted in writing through the Utah Public Procurement Place via one of the links above. All questions must be submitted by **July 8, 2026**. Answers to all questions will be provided to all potential bidders by **July 22, 2026**.

4.3 Proposal Ownership and Costs

All material submitted in response to this RFP will become the property of Herriman City and will not be returned unless the proposers request a withdrawal. Submitted proposals will be reviewed and evaluated by an evaluation committee.

The cost for developing proposals is entirely the responsibility of the proposer and shall not be chargeable to Herriman City.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria. Each criterion is assigned a percentage weight reflecting its relative importance. Evaluations will consider the proposer's ability to demonstrate relevant qualifications, understanding of Herriman City's objectives, and capacity to deliver a comprehensive and defensible feasibility analysis.

Evaluation Criteria	Description	% Allocation
1. Qualifications, Experience, and Capacity	<ul style="list-style-type: none"> • Demonstrated experience conducting feasibility studies, financial analyses, or impact assessments for local governments or special districts. • Qualifications of key personnel assigned to project. • Demonstrated capacity to complete the work within the proposed timeframe. 	25%
2. Project Approach and Methodology	<ul style="list-style-type: none"> • Clarity and appropriateness of the proposed approach to analyzing the feasibility of Herriman City's withdrawal. • Soundness of analytical methods, data sources, and assumptions. • Ability to identify and address gaps in available data. 	20%
3. Project Management and Communication	<ul style="list-style-type: none"> • Strength of proposed project management structure and schedule. • Quality and frequency of proposed communication with Herriman City staff and stakeholders. • Responsiveness to potential challenges or unforeseen data limitations. 	20%
4. Cost Proposal	<ul style="list-style-type: none"> • Reasonableness of total cost in relation to the scope of work. • Transparency and detail of cost breakdown (labor, materials, overhead). • Cost-effectiveness of the proposed approach. 	30%

5. Completeness and Quality of Proposal	<ul style="list-style-type: none">• Organization, clarity, and overall professionalism of the submission.• Compliance with all RFP requirements and submission instructions.<ul style="list-style-type: none">○ Inclusion of all required documents and forms.	5%
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7. RFP Timeline

- Questions Due: July 8, 2026
- Answers Provided: July 22, 2026
- Proposal Due Date: July 29, 2026
- Approximate Award Date: August 27, 2026
- Anticipated Contract Execution: September 9, 2026

8. City's Rights and Reservations

The city reserves the right to:

- Reject any or all proposals,
- Waive any informalities or irregularities,
- Request additional information from proposers,
- Enter into negotiations with any proposer regardless of their proposal's score,
- Terminate or alter the terms of the RFP at any time.

Exhibit “A”
[Description of Services and Deliverables]

Exhibit "B"
CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City officer or an employee or former City officer or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____