

**REQUEST FOR PROPOSAL  
PROFESSIONAL SERVICES  
CITY OF HELENA, MONTANA**

**Solid Waste Rate Study for the City of Helena**

The City of Helena is requesting proposals (RFP) from consulting firms interested in providing Professional Services for a Solid Waste Rate Study. The RFP is limited to 10 (ten) pages, one sided, no smaller than 10 pt. font, with one hard copy and one electronic copy (pdf) submitted to the City of Helena for review. Page limits do not include a cover page and resumes.

RFPs for the rate study must include:

- Project Team
- Related solid waste rate study experience to include transfer station tipping fees, residential assessments, commercial rates, recycling route charges and miscellaneous solid waste rates/fees.
- Approach to effectively analyze and compare commercial solid waste hauling and disposal rates to include front load service (2yd to 8yd), automated side load service (90gal and 300 gal), and roll-off service (10yd to 40 yd) for a six day per week service;
- Approach to effectively analyze and compare residential solid waste hauling and disposal rates to include automated side load service (90gal, 200gal, 300 gal) for a five day per week service;
- Approach to effectively analyze and compare curbside recycling (26 gal, 35 gal, 64 gal) to include single stream, source separated, green waste and food waste route service on a bi-weekly basis;
- Approach to develop new, or continue with current transfer station, residential and commercial rate structures and other fees that will adequately and equitably fund the annual operations and maintenance of the solid waste system, including the cost of capital improvements, debt service and required bond reserves;
- Approach to compare solid waste rates for transfer station tipping fees, residential assessments, commercial rates, and curbside recycling costs statewide, regionally or to industry standards.
- Approach to effectively analyze costs associated with the City of Helena composting program.

A City selection committee may select one or more firms from the submitted RFP as finalists. Finalists may be interviewed and members of the project team, designated in the proposal, will be asked to present their qualifications, proposal, and answer questions from the selection committee. One finalist will be selected to submit a formal scope of work and negotiate a contract with the City. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be invited to submit a scope and negotiate a contract with the City, and so on.

The City of Helena reserves the right to reject any or all RFP and re-advertise, to waive any irregularities in the RFPs, and to accept the RFP that best benefits the City. The City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. All RFPs become the property of the City of Helena. The City is not responsible for costs associated with preparing RFPs.

Please direct questions to Pete Anderson, at (406) 447-8088 or [panderson@helenamt.gov](mailto:panderson@helenamt.gov).

**Deadline:** 4:00 p.m. Wednesday, June 26, 2024

Submit RFPs to the following address:

City of Helena  
Attn: Kim Cross, Public Works Administrative Coordinator  
316 North Park Avenue, Room 417  
Helena, MT 59601