

## **Solicitation 2025-03**

### **RFQ FOR THE LOCKHART PUBLIC WORKS DEPARTMENT - SOLID WASTE and RECYCLING PROCUREMENT CONSULTING SERVICES**



**City of Lockhart**

**RFQ 2025-03**  
**RFQ FOR THE LOCKHART PUBLIC WORKS DEPARTMENT - SOLID WASTE and**  
**RECYCLING PROCUREMENT CONSULTING SERVICES**

RFQ Number: **2025-03**

Title: **RFQ FOR THE LOCKHART PUBLIC WORKS DEPARTMENT - SOLID**  
**WASTE and RECYCLING PROCUREMENT CONSULTING SERVICES**

Start Date: **June 20, 2025**

Submittal Deadline: **July 21, 2025, 10:00 AM CDT**

Contact: **Sean Kelley**  
**Public Works Director**  
**512-398-6452**  
**[skelley@lockhart-tx.org](mailto:skelley@lockhart-tx.org)**

**CITY OF LOCKHART RFQ NO. 2025-03**

**REQUEST FOR QUALIFICATIONS (RFQ) FOR THE LOCKHART PUBLIC WORKS  
DEPARTMENT - SOLID WASTE and RECYCLING PROCUREMENT CONSULTING  
SERVICES**

**RFQ Issued: June 20, 2025**

**Submittal Deadline: July 21, 2025, prior to 10:00 AM**

**Requested by:**

**Public Works Department**

**308 W. San Antonio St  
Lockhart, TX 78644  
(512) 398-6452**



## ADVERTISEMENT

### NOTICE TO SUBMITTERS

RFQ No. 2025-03  
REQUEST FOR QUALIFICATIONS (RFQ) FOR THE LOCKHART PUBLIC WORKS DEPARTMENT -SOLID WASTE and  
RECYCLING PROCUREMENT CONSULTING SERVICES

The City of Lockhart, Texas is accepting qualifications for highly qualified, capable, and experienced professional service firms ("Firms" or "Firm") to provide procurement services for solid waste/recycling collection services, disposal, and processing services. Sealed qualification packages shall be addressed to the City Secretary and received at City Hall Building at 308 W. San Antonio Street, Lockhart, TX, prior to 10:00 am on Monday, July 21, 2025. RFQs not received by this time and date will be rejected.

# REQUEST FOR QUALIFICATIONS

## I. INTRODUCTION

The City of Lockhart is soliciting a firm to provide procurement services for commercial/residential solid waste and recycling collection, services, disposal, and processing services. The following sections describe the required professional services as well as instructions for preparing and submitting a statement of qualifications.

## II. BACKGROUND

Lockhart is located approximately 30 miles from Austin and 20 miles from the I-35 corridor and has an estimated population of 17,146 according to the 2024 census. The current solid waste services the City of Lockhart receives are but not limited to commercial solid waste collection, residential solid waste collection, voluntary residential recycling collection and community clean-up events twice a year.

The City of Lockhart's current solid waste contract is effective until June 1, 2026. Approximate customers served with solid waste services are Residential Accounts (5,528), Non-Residential Accounts (565), Residential Curbside Recycling Accounts (1,278).

## III. PROCUREMENT GOAL

The desired outcome is to secure the best solid waste management services for the City of Lockhart at the best value for the solid waste customers, ensuring the best deal has been acquired. The selected firm will work with Public Works Department leadership to manage the procurement of a new contract for solid waste services.

## IV. PROPOSED PROJECT SCOPE COMPONENTS

1. Project Administration: Consultant shall be responsible for project initiation and management throughout the life of the Consulting Services Agreement.
2. Data Collection: Gather data relevant to the procurement of the solid waste service contract. Review objectives of the solid waste contract with City staff and project management.
3. RFQ Development: Hold a strategic workshop(s) that covers resources necessary for the development of the RFQ for solid waste services selection and meet with elected officials to confirm project and community needs. Example of topics include:
  - Residential base services
  - Recycling services
  - Commercial services
  - Optional services (City-wide Cleanups, Household Hazardous Waste Drop-offs, Brush Collection)
  - Cart specifications (Ownership and maintenance)
  - Terms of the contract
  - Franchising
  - Transition plan, if necessary
  - Performance standards
  - Billing services

4. Draft RFQ: Develop a Draft RFQ for Solid Waste and Recycling Services.
5. Final RFQ: Prepare a Final RFQ for the procurement of Solid Waste and Recycling Services.
6. Solicitation Support: Assist with the solicitation of RFQ for Solid Waste Services, proposal evaluations, and facilitate interviews with candidates
7. Agreement review support: Evaluate draft proposals and supporting documentation for accordance with regulatory requirements, City objectives, and the Collection Services Agreement.
8. Negotiations Assistance: Support City in negotiations with selected solid waste provider.
9. Provide updates to City Council at important milestones during the procurement process

## V. CONSULTANT SOQ PREPARATION AND SUBMITTAL INSTRUCTIONS

Consultants wishing to be considered for the referenced project are required to prepare and submit their Statement of Qualifications (SOQ). Submit the completed SOQ in paper form (described below) by the date and time specified below. The City of Lockhart is seeking to contract with a competent consulting firm which has experience in the following areas:

- Experience with Procurement of Solid Waste Contracts for Municipalities.
- Consultant's understanding and technical approach to procurement.
- Availability and experience of the consulting team.
- Ability to complete the procurement of services in a timely manner.

Please submit one (1) hard copy containing the SOQ document. Note that the City will not review or consider any information provided that is not specifically requested below.

Deliver the 1 hard copy in a sealed envelope addressed to the City Secretary located in the City Hall Building at 308 W. San Antonio Street, Lockhart, Texas 78644, **prior to 10:00 a.m. on Monday, July 21, 2025**. All submittals must be labeled on the cover sheet with Firm's name and '*Request for Qualifications for the Lockhart Public Works Department-Solid Waste and Recycling Procurement Consulting Services*'. Late submittals will not be considered.

## VI. EVALUATION CRITERIA

The proposals received will be evaluated and ranked according to the following criteria.

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Qualifications of Firm	40
Technical Approach	15
Experience of Project Team	25
Completion of Project in a Timely Manner	20
<b>Total</b>	<b>100</b>

For this RFQ, Respondent's qualifications will be evaluated, and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

**APPENDIX A**  
**PROPOSED PROCUREMENT SCHEDULE**  
**REQUEST FOR QUALIFICATIONS (RFQ) FOR LOCKHART PUBLIC WORKS**  
**DEPARTMENT - SOLID WASTE and RECYCLING PROCUREMENT**  
**CONSULTING SERVICES**

**RFQ NO. 2025-03**

<b>Advertisement</b>	<b>June 20, 2025</b>
<b>Qualifications Due (prior to 10:00 AM)</b>	<b>July 21, 2025</b>
<b>Evaluation Committee Meets</b>	<b>July 23, 2025</b>
<b>Final Selection</b>	<b>August 5, 2025</b>