

**EXHIBIT “A”**

**SCOPE OF SERVICES/REQUIREMENTS  
REQUEST FOR PROPOSALS**

**Hidalgo County  
“Solid Waste Collection”**

**RFP: 2018-154-00-00-MEG**

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**PRE-PROPOSAL CONFERENCE:** will be held on \_\_\_\_\_ at the Hidalgo County Purchasing Department (Conference Room), at 2802 S. Business Hwy. 281 –New Administration Bldg., Edinburg, Texas. We encourage all interested vendors to attend.

**UNDERSTANDING OF THE PROJECT:**

This section should demonstrate the submitter's understanding of the project's needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length including but not limited to the following:

**PROPOSAL/ INTERESTED PARTICIPANTS**

The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed key personnel.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects with at least two (2) or more local entities. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

**SECTION III- SELECTION/EVALUATION/RANKING**

**SELECTION PROCEDURES/EVALUATION SYSTEM:**

The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation from a representative of each selected firm.

- A. Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score and evaluate the Request for Proposals (RFPs) received.
- B. After the RFPs have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.
- C. Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

**SCORING AND EVALUATION PROPOSALS**

Proposals will be evaluated and scored for innovation and completeness, in response to each of the elements outlined in the Scope of Services including but not be limited to, the items listed below: