

# **ROWAN COUNTY**

**North Carolina**



**Request For Qualifications**

**Professional Environmental Engineering  
And Planning Services For The  
Rowan County Landfill  
Rowan County, North Carolina**

**August 7, 2015**

**INTRODUCTION**

Rowan County requests Statements of Qualifications (SOQ) from interested and qualified Consultants for environmental engineering and planning services for the Rowan County Landfill. Rowan County anticipates awarding a single contract for the services required.

**DESCRIPTION**

The Rowan County Landfill is located on Campbell Road in Woodleaf, North Carolina. The environmental engineering and planning services may include, but are not limited to, geotechnical site work and related projects. The services may also include assisting with land acquisition, master planning, feasibility studies, miscellaneous planning and related projects as needed at the Rowan County Landfill.

**PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain information from Environmental Engineering and Planning consultants interested in providing expert professional, technical and advisory services at the discretion of Rowan County for anticipated planning and development projects at the Rowan County Landfill. Services will be for a period not to exceed five (5) years. The information obtained will be utilized by Rowan County to evaluate each interested firm by utilizing the criteria outlined in this RFQ.

**SCHEDULE**

It is the intention of the Board of Commissioners to select an Environmental Engineering and Planning Consultant. The following is a preliminary date list for this project:

<u>Task</u>	<u>Date</u>
Accept Qualifications	3:00 pm, August 25, 2015
Interview Consultants (if applicable)	Week of August 31, 2015
Recommendation to BOC to Negotiate a Contract	September 21, 2015

**REQUIREMENT / SCOPE**

To be considered for selection, the Engineering and Planning Consultant shall be qualified and capable of providing the following services:

1. Landfill planning, environmental analysis, land acquisition, preliminary design, final design, estimating, bidding and construction administration services for the proposed projects.
2. Financial planning, budgeting and annual reporting assistance.
3. Annual airspace reporting and operational efficiency studies.
4. Alternative technology assessments.
5. Landfill development studies (includes new and old landfill cells).
6. Landfill permitting (includes NCDENR Division of Land Quality, Waste Management, Water Quality and Air Quality).
7. Facility design and assessments.
8. Waste diversion alternatives analysis.
9. Landfill design and operational support (soil resource study, etc.)
10. Landfill gas collection and control system design and permitting.
11. Construction administration, quality assurance and certification services.
12. Groundwater and gas compliance monitoring.
13. Corrective action/remediation services.
14. Managed competition analysis.
15. Procurement support.

**PROPOSAL FORMAT**

To facilitate review of your SOQ by Rowan County, it is requested that your submission conform to the following format:

**Coversheet** – List project title (Landfill Engineering and Planning Services), the name of your firm, and the name, address and telephone number of a contact person for questions concerning the proposal submitted.

**Experience of the Firm** – Provide a narrative of your firm’s prior experience and qualifications in landfill engineering, planning and construction work for similar North Carolina projects. Provide a list of similar landfill projects completed within the last five (5) years in North Carolina. Also, please reference the experience of firm personnel in working with EPA and NCDENR regulations and procedures.

**Project Team** – Provide a list of the project team members that you propose to use on these projects and identify the responsibility of each team member and their current office location. Provide a brief resume for each person, detailing specific similar project experience.

**Disadvantaged Business Enterprise (DBE) Issues** – Provide information that demonstrates the ability to meet required DBE goals for professional services. Provide information/qualifications on proposed DBE firm(s) to be used, including where and when the DBE firms have worked with your firm on past landfill projects similar to those outlined in this RFQ.

**References** – Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.

**Other Supporting Data** – Include any other information you feel to be relevant to the selection of your firm for this project. The entire SOQ must not exceed fifteen (15) pages, excluding the cover sheet and letter of introduction. SOQ's exceeding 15 pages will not be considered.

### **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

Criteria to be used in screening and ranking of the SOQ and selection of the successful firm are as follows:

**Qualifications of the Firm, Including Firm Personnel** – Preference shall be given to those firms and personnel with experience and training in landfill planning, land acquisition, design and construction administration for similar projects, as outlined in this RFQ.

**Overall Qualifications of the Project Manager and Project Team** – Qualifications of the Project Manager and those personnel that will be assigned to the project, including the location of their office, will be considered. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the region and proposed projects, as outlined in this RFQ.

**Experience in Working with EPA and NCDENR Regulations and Procedures** – Preference shall be given to project team personnel (especially the Project Manager) who demonstrate a working relationship with the EPA and NCDENR, and who possess a thorough understanding of EPA and NCDENR rules and regulations regarding design and development of landfills similar to the Rowan County Landfill.

**Ability to Meet DBE Goals** – The consultant shall have a demonstrated ability to meet the required DBE goals for professional services.

**Response Capability / Project Understanding** – Preference shall be afforded to those firms which in the opinion of Rowan County will be able to adequately respond to requests for consultation meetings or project administration requirements, and firms that have a detailed understanding of the project requirements.

### **CONTRACT**

After all of the SOQ's have been screened, the firm selected will be invited to negotiate a Master Contract with Rowan County for a period not to exceed five (5) years.

For each project performed under the Master Contract, a detailed scope of work will be developed and agreed to by the Landfill Consultant and Rowan County. This detailed scope of work and associated fee will be developed into a work authorization and included as an attachment to the Master Contract. The terms of the Master Contract will not be exclusive and the Master Contract may be cancelled by either party for any reason at any time.

**PROPOSAL SUBMISSION**

Submit three (3) copies of the SOQ no later than 3:00 p.m. on Tuesday, August 25, 2015. No submittals will be accepted after this time. Also, faxed qualifications will not be accepted. Submit to:

Rowan County Finance Department  
Attn: David Sifford, Purchasing Agent  
130 West Innes Street, Suite 110  
Salisbury, NC 28144

All questions regarding this RFQ shall be submitted in writing and directed to:

David Sifford, Purchasing Agent at david.sifford@rowancountync.gov.

In order that the selection process is as objective as possible, please do not contact Rowan County staff or officials other than as noted above.

**GENERAL COMMENTS**

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this RFQ will become the property of the County.
3. The County reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications. It is the intention of the County to negotiate contracts for services at fair and reasonable prices with what it determines to be the best qualified Consultant.
4. The County may or may not conduct interviews. If interviews are held, firms are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than one hour and will be conducted at the Rowan County Administration Building located at 130 West Innes Street, Salisbury, NC.

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENGINEERING AND PLANNING SERVICES  
ROWAN COUNTY LANDFILL  
ROWAN COUNTY, NORTH CAROLINA**

**ACKNOWLEDGEMENT OF RECEIPT**

Please fill in the requested information below as acknowledgement that you have received the Request for Qualifications noted above. If your firm is interested in participating, this sheet must be completed and returned or faxed to:

David Sifford, Purchasing Agent  
Rowan County  
130 West Innes Street  
Salisbury, NC 28144  
Phone: 704-216-8174  
Fax: 704-216-8166  
David.sifford@rowancountync.gov

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

\_\_\_\_\_ YES – our company does have an interest in responding

\_\_\_\_\_ NO – our company does not have an interest in responding

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE TO RESPONDENTS**

**PLEASE RETURN THIS SECTION UPON RECEIPT**