



Macon County
North Carolina



REQUEST FOR QUALIFICATIONS

RFQ#04-4712q

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING AND
GEOLOGIC SERVICES FOR THE MACON
COUNTY MSW LANDFILL PHASE 3, CELL 2
PERMITTING AND CONSTRUCTION AND
PHASE 1 AND PHASE 2 CLOSURE PLAN AND
CONSTRUCTION**

ISSUE DATE: APRIL 17, 2024

ISSUING DEPARTMENT:

MACON COUNTY FINANCE DEPARTMENT

5 WEST MAIN STREET

FRANKLIN, NC 28734

PHONE: (828) 524-1640

FAX: (828) 349-2520

ATTN: LINDSAY LEOPARD, ACCOUNTANT/PURCHASING AGENT

lleopard@maconncc.org

**RESPONSES WILL BE RECEIVED UNTIL
MAY 8, 2024 AT 4:00 p.m.**

RESPONSES ARE TO BE SEALED AND MAILED VIA USPS TO THE ABOVE ADDRESS OR DELIVERED TO THE MACON COUNTY FINANCE DEPARTMENT LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST MAIN STREET, FRANKLIN, NC

28734

MACON COUNTY, NORTH CAROLINA

FINANCE DEPARTMENT

RFP No. 04-4712q

April 17, 2024

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING AND GEOLOGIC SERVICES FOR THE MACON COUNTY MSW LANDFILL PHASE 3, CELL 2 PERMITTING AND CONSTRUCTION AND PHASE 1 AND PHASE 2 CLOSURE PLAN AND CONSTRUCTION

Pursuant to General Statutes of North Carolina, Section 143-64.31, as amended, responses to Request for Qualifications, subject to the conditions and specifications herein, are invited for furnishing engineering permitting and design services. **Responses to Request for Qualifications will be received by the Macon County Finance Department until 4:00 p.m. local time May 8, 2024.**

MAILING INSTRUCTIONS

1. Bidder shall submit a complete, fully executed RFQ document.
2. If mailed by, response should be forwarded by certified U.S. Postal Service. Please address and mark your bid as shown below.

**MACON COUNTY FINANCE
DEPARTMENT
ATTN: LINDSAY LEOPARD
5 WEST MAIN STREET
FRANKLIN, NC 28734**

RFQ NO 04-4712q

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Finance Department, 5 West Main Street, Franklin, NC 28734 and plainly marked as RFQ NO 04-4712q.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DEADLINE FOR RESPONSES TO REQUEST FOR QUALIFICATIONS, RESPONSES THUS DELAYED WILL NOT BE CONSIDERED.

I. INTRODUCTION

The Macon County Solid Waste Department is seeking Statements of Qualifications (SOQs) from experienced and qualified individuals, corporations, partnerships and other legal entities authorized and licensed to perform services in the State of North Carolina to provide professional engineering and geologic services in accordance with the North Carolina Solid Waste Management Rules and Regulations, permit requirements, and client needs.

II. BACKGROUND

Macon County, through their Solid Waste Management Department, operates a comprehensive solid waste management program. The core components include a Subtitle D municipal solid waste (MSW) landfill, convenience centers, transfer station, material recycling facility as well as recycling and educational programs. The current landfill facility is located off Lakeside Drive approximately one mile north of Franklin, North Carolina and operates under Permit No. 5703-MSWLF-1992. The Solid Waste Department office is located at 109 Sierra Drive, Franklin, North Carolina 28734.

Over the next five (5) years, the County intends to expand the existing MSW landfill facility by constructing the next planned expansion, identified as Phase 3, Cell 2 (approximately 7 acres) and to close the existing Phase 1 and 2 waste areas (approximately 20 acres). Please see the attached "Overall Site Plan".

The County intends to select one engineering firm to assist the County with both projects. Projects will likely extend over the next five (5) years.

III. MINIMUM REQUIREMENTS AND QUALIFICATIONS

Respondents, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of North Carolina, at the time of submittal of their response to this Request for Qualifications (RFQ). Should the Respondent not be fully licensed and certified, its submittal will be rejected.

Respondents submitting a SOQ should be able to demonstrate a minimum of ten (10) years experience in providing professional solid waste engineering services in the western North Carolina area and in accordance with the North Carolina Solid Waste Management Rules and Regulations.

At a minimum, experience should include the preparation of a Permit to Construct and Closure Plan application package, preparation of a Construction Bid Package, performing installation and reporting of environmental monitoring infrastructure (groundwater and landfill gas), performing Construction Quality Assurance (CQA) testing and reporting, and performing Construction Contract Administration services for a Subtitle D MSW Landfill in North Carolina.

SCOPE OF WORK

The Macon County Solid Waste Department is requesting Qualification Statements from qualified Respondents for the following potential Services:

- Preparation of a topographical survey of the proposed project areas by a North Carolina Registered Professional Surveyor.
- Preparation and submission of an application for a Permit to Construct for Phase 3 Cell 2 to the North Carolina Department of Environmental Quality (DEQ) by a North Carolina Licensed Engineer.
- Preparation and submittal of an application for a Closure Plan for Phase 1 and Phase 2 to the DEQ by a North Carolina Licensed Engineer.
- Preparation of Construction Bid Documents.
- Perform installation and reporting of environmental monitoring infrastructure to the DEQ by a North Carolina Licensed Geologist.
- Perform CQA services for both construction of Phase 3, Cell 2 and closure of Phase 1 and 2 and submit reports to the DEQ by a North Carolina Licensed Engineer.
- Perform Construction Contract Administration Services for proposed work.

All services shall be prepared in accordance with and meet the minimum requirements as described in the North Carolina Administrative Code, Title 15A – Environment and Natural Resources, Chapter 13 – Solid Waste Management, Subchapter B – Solid Waste Management, .1600 – Requirements for Municipal Solid Waste Landfill Facilities, latest revision.

IV. SUBMITTAL FORMAT AND REQUIREMENTS

The Respondent shall submit the following required information/documents with sufficient depth and breadth necessary to substantiate his or her ability to perform the services being sought by the County. Failure to provide the required information may result in rejection of the submittal.

A. Introductory Letter: An informative, narrative letter pertinent to your firm's capabilities and services.

B. Experience of Firm and References:

- a. Provide copy(s) of State license(s) to practice engineering and geology.
- b. Provide a listing of the North Carolina registration numbers of key individuals licensed to practice engineering and geology.
- c. Provide a list and short description of representative solid waste projects in the state of North Carolina completed by your firm that demonstrate the Respondents skills and capabilities as they pertain to the services described herein. Please include the project name, location, client contact name and phone number.

- d. Provide a minimum of five (5) client references, including contact information.
- e. Any judgments against firm within the last five (5) years or pending litigation related to professional conduct or services.

C. Team Organization, Management and General Qualifications

- a. Multiple firms, joint venture or any/all sub-contractor(s)/consultant(s) teams shall clearly identify the roles, responsibilities and office location of the proposed project personnel.
- b. Team and project management structure shall be documented and the principal with the prime firm responsible for the contract shall be identified. This information may be provided in an organizational chart.
- c. The Respondent shall demonstrate current staff capacity to provide the services requested.

D. Individual Qualifications: Respondent shall specifically identify the lead person(s), who will typically oversee the scope of services provided to the County and include their qualifications, background and experience. Resumes of the key team personnel shall be included with your submittal. Qualifications for any/all sub-contractor(s)/consultant(s) should also be included with your submittal.

E. Insurance Requirements: Provide a copy of a certificate of insurance which identifies current levels of insurance in areas of general liability, automobile liability, workers compensation and professional liability.

F. Proposed Schedule: The proposed time schedule for this project is below. Project must be completed in a timely manner and within a reasonable period. Dates are tentative and are subject to change (except the issue date of RFQ, deadline to submit questions, and the due date of RFQ).

Issue date of RFQ: April 17, 2024

Deadline to submit questions: April 30, 2024 by 5:00 pm.

Due date of RFP: May 8, 2024 by 4:00 p.m.

Committee evaluation of RFQ: May 9-13, 2024

Board of County Commissioners approve engineer selection: May 14, 2024.

G. Format: Submittals shall be printed on 8 ½" x 11" paper, include front and back covers, cover letter, and Table of Contents. Submittal shall be side bound and include reference tabs for key sections.

H. Non-Collusion Affidavit: The Non-Collusion Affidavit attached to this RFQ must be properly executed and submitted with the SOQ.

I. Proposed hourly rates for professional services

V. SUBMITTAL INSTRUCTIONS

Firms/individuals interested in being considered for providing the specified Services shall submit **one (1) original and five (5) copies of their submittal in addition to one (1) electronic copy of the submittal on a flash drive** in response to this RFQ. **Submittals must be received on or before 4:00 p.m., local time on May 8, 2024.** All submittals received after the noted deadline will not be considered and will be returned to the Respondent unopened.

VI. INQUIRIES

All requests for clarifications or additional information must be submitted in writing to Chris Stahl, Macon County Solid Waste Director, via electronic mail: cstahl@maconnc.org. **The deadline for all inquiries is 5:00 p.m. on April 30, 2024.** The County will record its responses to inquiries, if any, and address them in the form of a written addendum.

VII. ADDENDA

Should revisions to this RFQ become necessary; the County will provide a written addendum to all firms who receive this RFQ from the County's Purchasing Department. Addenda may be downloaded from the County's website at www.maconnc.org. It is the responsibility of each Respondent to the RFQ to acknowledge in their response, the receipt of any/all addenda. Failure to do so may cause your response to be rejected as non-responsive. Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Respondent's responsibility to contact the County in the event that a previous addendum is not received.

VIII. SUBMITTAL PREPARATION COSTS

The County shall not be liable for any expenses incurred by Respondents in connection with the preparation of a response to this RFQ. Respondents should prepare their submittal providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFQ. Unnecessarily elaborate brochures, art work, expensive paper, bindings, visual and presentation materials, beyond that sufficient to present a complete and effective response to this RFQ is not desired.

IX. SELECTION PROCESS

Macon County intends to ensure that all technically qualified consultants are provided the opportunity to be considered for providing professional Engineering and Geologic services to Macon County. The consultant that is most qualified to conduct this scope of work and meet the needs of Macon County will be selected.

An evaluation committee will evaluate the proposals. Preliminary engineering and design services or work product regarding this project in your response is prohibited. The committee will make a selection based on the firm's level of interest, qualifications, and expertise. After the selection has been made, the committee will make a recommendation to the Macon County Board of Commissioners.

X. SELECTION CRITERIA

The following criteria will be the basis on which consultants will be selected for further consideration:

1. Completeness of the response to this RFQ.
2. Expertise and qualifications of key professional staff and the firm as a whole in the specific areas of solid waste design and permitting, construction bid document preparation, and construction administration.
3. Performance history of the firm and its staff members with Macon County and other clients.
4. Availability of resources and current workload of the consultant team proposed for this project to meet project deadline.
5. Proximity to and familiarity with Macon County's MSW landfill facility.
6. Proposed hourly rates for professional services.

The most qualified firm will be notified and the County will commence negotiations with said firm to develop a fee proposal. If the County and firm cannot reach an agreement, negotiations will terminate and the County will commence fee negotiations with the next most qualified firm.

XI. GENERAL COMMENTS

All qualification responses, inquiries or correspondence relating to this RFQ will become the property of Macon County when received and will not be returned.

Macon County reserves the right to reject any and all responses, or any portions thereof, or select responses, which, in its opinion, are in the best interest of the County.

Macon County reserves the right to waive any informalities and any technicalities or to cancel the RFQ in part or in its entirety if it is in the best interest of the County. This solicitation in no way obligates the County to award a contract.

Respondents are requested to refrain from contact with the selection committee members or county employees regarding this solicitation, with the exception of written communication described in this RFQ.

Macon County reserves the right to approve all personnel working on Macon County projects. Key professional staff may not be removed, reassigned or replaced without prior approval from Macon County.

The County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

E-VERIFY: Respondent is hereby required to be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering the Contract and at all times during the performance of this Contract. All subcontractors utilized by Respondent are likewise required to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering this Contract and at all times during the performance of this Contract. Respondent shall take necessary steps to include this provision in all contracts with its subcontractors who will perform any portion of the work covered by this Contract.

When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions.

By submitting a proposal, Respondents acknowledge that the County reserves the right to reconsider any submittal at any phase of this procurement process.

Submittals will be received by Macon County at the time and place designated in this document. At that point, Macon County will close the receipt of submittals and begin the evaluation process.

Macon County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Respondents' responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of

delivery means, will not be accepted. Submittals received by telephone, telegraph, or facsimile will not be accepted.

By submission of a response, the Respondent agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's services, or (2) will not benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Macon County.

Macon County assumes no responsibility for confidentiality of information offered in this submittal. This RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Respondents will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

NON-COLLUSION AFFIDAVIT

MACON COUNTY

RFQ 04-4712q

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING AND GEOLOGIC SERVICES FOR THE MACON COUNTY MSW LANDFILL PHASE 3, CELL 2 PERMITTING AND CONSTRUCTION AND PHASE 1 AND PHASE 2 CLOSURE PLAN AND CONSTRUCTION

The undersigned affirms that the proposal made herein is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That _____ (Firm Name) is not connected in any official capacity with Macon County, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed, that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

The acceptance of this proposal by Macon County, as evidenced by the issuance of a Macon County Purchase Order, will be held to be a mutual agreement as to each and every clause of this proposal and to constitute a contract between the parties hereto.

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

State of North Carolina
County of: _____

Sworn to and subscribed
before me, this
_____ day of _____, 20____.

Notary Public

My commission expires: _____