

Catawba County, Newton NC
Request for Qualifications – Engineering Services RFQ 16-1010
Subtitle D Landfill Cell
February 18, 2016

Introduction

Catawba County is soliciting Statements of Qualifications from engineering firms (hereinafter “Firm”) for providing engineering services for the County’s Solid Waste Management Facilities related to the design , permitting, formal project bidding, and construction administration of a Subtitle D Municipal Sanitary Landfill (Unit 3 Phase 2) to be constructed at the Blackburn Resource Recovery Facility. Catawba County reserves the right to reject any all submittals.

The Blackburn Resource Recovery Facility site is 567.95 acres and is located approximately 6 miles south of Hickory, along Rocky Ford Road. The Facility has an approved Permit 1803-MSLF-1997, from the North Carolina Department of Environmental Quality, Division of Solid Waste Management. This is a very lengthy document and is not being issued to prospective respondents. The complete document is available for inspection, by appointment, at the Blackburn Resource Recovery Facility offices. The Facility is owned and operated by Catawba County, North Carolina and consists of four landfill areas, including a closed, unlined landfill that predated Subtitle D regulations, designated as Unit 1; the Subtitle D Municipal Solid Waste (MSW) Landfills, designated as MSW Unit 2 and MSW Unit 3; a closed Construction and Demolition (C&D) Landfill, designated C&D Unit 1; and an active C&D Landfill designated as C&D Unit 2.

Statement of qualifications shall be submitted to Debbie Anderson, Purchasing Manager (828-465-8224) Catawba County. P.O. Box 389, 100A South West Blvd., Newton NC 28658, no later than 2:00 P.M., March 24, 2016. One original printed on recycled content paper, printed on both sides and one digital copy on a flash drive shall be submitted.

Purpose

The purpose of this Request for Qualifications (RFQ) is to secure engineering services of a person or persons to provide technical assistance to Catawba County in compliance with state and federal rules, laws, and appropriate regulations.

Scope of Services

The Firm shall provide professional engineering services to meet (1) all requirements of the North Carolina Solid Waste Management Rules; (2) any building code or building permit requirements; and (3) any other requirements imposed by law or ordinance.

The Firm will provide professional engineering services in the areas of design, project bidding, and construction administration of said project. The firm will submit along with the RFQ, the name, address, and contact person to be associated with the project. The major items of work will include, but not be limited to:

1. The preparation of detailed drawings, specifications, and contract documents necessary for bidding and construction of the proposed project and the prequalification of prospective contractors. The project will construct a new Municipal Solid Waste Subtitle D Landfill Cell, designated as MSW Unit 3 Phase 2.
2. The furnishing of such documents and design data as may be required to obtain approvals and permits of all state, federal, and local agencies as may have jurisdiction over the design and construction of this project, or any part thereof.
3. Coordinate design and construction work with any approved contractor(s) and project owner.
4. Attend bid openings, tabulate bids, analyze bids, and provide recommendation to the County concerning award of the construction contract.
5. Prepare the agenda and conduct the pre-bid conference and minutes thereof.
6. Prepare the agenda and conduct the preconstruction conference and subsequent progress meetings and minutes thereof.
7. During construction process, the Firm will issue all instructions of the County per approval; hence, issue approval instructions to the contractor; prepare routine change orders as required, and act as interpreter of the requirements of the contract documents and judge of the performance thereunder by the parties thereto; and will make recommendations on all claims of the contractor(s) related to the execution and performance and progress of the work and all other matters and questions related thereto, for final decision by the County.
8. Based on the firm's on-site cell construction observations and inspections of the contractor(s) applications for payments and the accompanying data and schedules, the firm will determine the amount(s) owed the contractor(s) and submit to the County written payment requests for payment to the contractor(s).
9. The firm will conduct field inspections during the active construction phase of the project and conduct a final inspection to determine if the project has been completed in accordance with the contract documents and if each contractor has fulfilled all his/her

obligations and provided to the County a Certification of Project Completion and Acceptance.

10. The firm will assist the County in obtaining all necessary approvals and permits from all governmental authorities having jurisdiction over the project, including operational permits.

Evaluation Criteria

The deadline for receipt of qualification statement is 2:00 p.m., March 24, 2016. The criteria by which the packages will be evaluated include:

- Firm's understanding of the project objectives.
- Firm's approach to project of this nature. Firm's demonstration of ability to understand the specialized requirements of this project.
- Firm's resources and capacity.
- Qualifications of principals to perform the work and the level of involvement in the project.
- Qualifications of project manager and staff assigned to the project.
- Firm's knowledge and demonstrated experience.

Qualification Requirements

Qualifications shall be submitted on 8 1/2" X 11" recycled content paper, printed on both sides, side bound with Table of Contents and reference tabs for key sections. One bound copy should be submitted and one copy on a flash drive. The engineering firm shall include in their qualifications:

- Firm Name, address, telephone number, fax number, e-mail address, and contact person(s)
- Year in which the firm was established and any former names under which the firm operated.
- Name and office location of all personnel who will be assigned to this project. Names of key personnel who would be available to work on this project.
- Resumes of project manager and design team members for this project. Professional affiliations and licenses of key personnel.
- Statement of qualifications of the firm and its key personnel who would work on this project.
- Understanding of the scope of work.
- Approach to the design.

- Unique qualifications or work methodology.
- Track record of bringing in projects on time and within budget.
- Describe the firm's approach to and/or method of cost control and project scheduling.
- Current workload and percentage of availability.
- Quality control and assurance process.
- List of previous clients for work similar to this project. Include names and location of project, brief description and firm's key personnel's involvement, name of project manager and telephone number, date and value of project.
- Tentative plan and time frame for approaching the project.
- Hourly billing rates charged by your firm for each position type.

Receipt of Qualifications

Statement of Qualifications shall be shipped or delivered no later than 2:00 p.m. March 24, 2016 to:

Debbie Anderson, Purchasing Manager
Catawba County
P.O. Box 389 (mailing address)
100A South West Blvd. (physical address)
Newton, NC 28658

Questions regarding this Request for Qualifications should be directed in writing to Debbie Anderson, Purchasing Manager at danderson@catawbacountync.gov.