

**REQUEST FOR QUALIFICATIONS  
ENGINEERING SERVICES FOR RELOCATION  
OF TREATMENT & PROCESSING FACILITY**

**RFQ NO. 24-1005**



**catawba county**  
MAKING. LIVING. BETTER.

**Date of Issue: September 11, 2023**

**Qualifications Statement Due Date: October 16, 2023**

**Time: 4:00 PM ET**

**Issued for:**

**Catawba County Utilities & Engineering  
Solid Waste Division  
25 Government Drive  
Newton, North Carolina 28658  
(828) 465-8261**

**Issued by:**

**Catawba County Purchasing Manager  
25 Government Drive  
Newton, North Carolina 28658  
(828) 465-8224**

## **INTRODUCTION**

Catawba County (hereinafter “County”) is soliciting the submittal of qualification statements from experienced Engineering Firms (hereinafter “Firm”) interested in providing services for the design, formal project bidding, bid award, and construction administration to relocate the Treatment & Processing Facility at the Catawba County - Blackburn Resource and Recovery Facility.

Catawba County reserves the right to reject any and all submittals. This submittal request is neither a contractual offer nor a commitment to purchase services. The County assumes no contractual obligation as a result of the issuance of this request, the preparation or submission of a qualifications statement by a Firm, the evaluation of statements or final selection.

## **FACILITY DESCRIPTION**

The Blackburn Resource and Recovery Facility site consists of approximately 568 permitted 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. The Facility is owned and operated by Catawba County, North Carolina and consists of four landfill areas, including a closed, unlined MSW landfill that predated Subtitle D regulations; an active Subtitle D Municipal Solid Waste (MSW) Landfill; and two closed Construction and Demolition (C&D) Landfills; Treatment & Processing Facility that includes: Small Yard Trash (leaves/grass clipping/twigs) Composting Area; Tire Recycling Area; Greenwood Grinding Area; Clean Wood Grinding Area; Whitegoods Recycling Area; and Electronic Recycling Area.

## **PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to hire a consulting engineer to provide technical assistance to Catawba County in compliance with federal, state and local rules, laws, and regulations, in the design and construction of a new Treatment and Processing Facility.

A Preliminary Engineering Report of the new Treatment and Processing Facility, performed by Garrett and Moore Inc dated April 2023, is attached this RFQ as **Attachment A**.

The relocated Treatment & Processing Facility will consist of the following solid waste collection and processing services:

- Leaves and Grass Clippings collection and processing;
- Clean Wood (unpainted pallets and kiln dried wood) collection and processing;
- Green Wood (vegetative debris capable of being ground) collection and processing;
- Stumps and Trees (large stumps and green wood not capable of being ground) collection and processing;
- Air Curtain Burner for the incineration of Green Wood, as well as Stumps and Trees;
- Concrete and Brick collection and processing;
- Scrap Tire collection area;
- New DOT driveway;
- New scale and scale house.

**RFQ SCHEDULE**

The table below shows the *intended* schedule for this RFQ. Catawba County will make every effort to adhere to this schedule.

<b>Event</b>	<b>Responsibility</b>	<b>Date and Time</b>
Issue RFQ	County	September 11, 2023
Submit Written Questions	Firms	October 3, 2023 at 4:00 PM
Provide Responses to Questions	County	October 5, 2023 at 5:00 PM
Submit Proposals	Firms	October 16, 2023 at 4:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon execution

**The qualifications statement shall be submitted no later than 4:00 p.m. on October 16, 2023. No submittals will be accepted after the deadline.**

Once the submittals have been reviewed, the County reserves the right to shortlist Firm(s) and request that the Firm(s) conduct a presentation and be interviewed by the selection committee.

**RFQ QUESTIONS**

Written questions shall be emailed to [tinawright@catawbacountync.gov](mailto:tinawright@catawbacountync.gov) by the date and time specified above. Firms should enter “RFQ # 24-1005 – Questions” as the subject for the email. Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Catawba County website, <https://www.catawbacountync.gov/county-services/purchasing/bid-notices/> and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any County personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Firms shall rely *only* on written material contained in an Addendum to this RFQ.

**SUBMISSION OF QUALIFICATIONS**

The qualifications statement must be submitted with one (1) original and one (1) electronic copy on flash drive. When responding to this RFQ, please follow all instructions carefully. Please submit proposal contents according to the outline specified. Failure to follow these instructions may be considered a non-responsive submission and may result in immediate elimination from further consideration. The qualifications statement should be sent to the address indicated in the table below.

<b>Mailing address for delivery of proposal via US Postal Service</b>	<b>Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)</b>
RFQ Number: RFQ 24-1005 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFQ Number: RFQ 24-1005 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

**IMPORTANT NOTE:** All qualifications shall be physically delivered to the office address listed above on or before the submission deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late

arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Firm(s). It is the sole responsibility of the Firm to have the qualifications physically in this Office by the specified time and date of opening.

## **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 permitting, design, project bidding, project award recommendation, 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 permitting, bidding and construction of the proposed project. The project will relocate the Treatment & Processing Facility to the North side of Rocky Ford Road. This project will include a DOT Entrance, a scale house, one truck weighing scale, concrete pads for material drop off and tire storage, and pole shed for tire storage.
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(s).
5. Prepare the agenda and conduct the preconstruction conference and subsequent progress meetings and minutes thereof.
6. 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.
7. Based on the firm's on-site 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).
8. 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.
9. The Firm will provide the County with one set of Record Drawings at Project Completion.

## **CONTENTS OF QUALIFICATIONS STATEMENT**

Respondents must carefully read the information in this “Contents of Qualifications Statement” section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered non-responsive and are subject to rejection.

Qualifications shall be submitted on 8-1/2 x 11 paper, side bound with Table of Contents and reference tabs for key sections. The qualification statement must be submitted with one (1) original and one (1) electronic copy on flash drive.

Qualification Statement shall include the following information:

### **1. Introduction – Letter of Transmittal**

- Summarize in a brief and concise manner the Firm’s understanding of the scope of work and make a positive commitment to perform the work in a professional and timely manner.

### **2. Qualifications of Firm**

Please provide:

- General work plan that demonstrates the Firm’s complete understanding of the scope of work.
- Firm’s history and experience in projects of same or similar scope as this project (i.e. engineering economic and financial analysis).
- Overall qualifications of project’s managers and key personnel.
- Previous project success for projects similar in scope to this project.
- Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Firm in the past five (5) years that are related to the services that the Firm provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute; a brief description of the case; the outcome or projected outcome; and the monetary amount involved. If no litigation claim(s) or contract dispute(s) have been filed by or against the Firm in the past five (5) years, please state that.
- List any regulatory or license agency sanctions. If no license sanctions against the Firm, please state that.

### **3. Project Management and Key Personnel**

Please provide:

- Firm staff resumes that show experience in North Carolina for staff assigned to this project.
- State qualifications of the Firm and its key personnel who will be assigned to work with the County.
- List of personnel who will work on the project including their specific qualifications and experience on projects of similar scope.
- List any professional training and experience, especially in relation to the type and magnitude of work required for this particular scope of services.
- List any licenses or certifications related to the scope of work described in this Request for Qualifications.
- Describe the Firm’s approach to performing scope of this RFQ and time frame.
- Describe the Firm’s approach to and/or method of cost control and project scheduling.
- Current work load and percentage of availability of key personnel.
- Hourly billing rates charged by your Firm for each position type.

- Quality control and assurance process.

**4. References – Past Performance and Existing Contracts**

Please provide:

- List of previous and current clients for work similar to this scope of work. Include names, location of project, brief description, Firm’s key personnel’s involvement, name of project manager and value of project. In addition, please complete **Attachment B**: Reference Disclosure Form and submit with qualifications.

**EVALUATION METHOD - SELECTION PROCESS**

Catawba County will use the following selection process. This process is designed to ensure that Firms are selected in a fair and uniform manner, those selected for work are qualified and experienced in the professional services desired, and to ensure that every qualified Firm has the opportunity to be considered for providing professional services to Catawba County.

A Selection Committee will evaluate responses to the Request for Qualifications and determine the most qualified applicants. Upon receipt of the packages from respondents, the Selection Committee will review using a scoring matrix that has been determined by the committee and detailed below. Past performance will be scored based on responses from the references submitted by the responder and/or the experience of Catawba County staff with particular firm’s past performance. Only one reviewer will contact any given reference.

The Selection Committee will use the total point scores to rank the prospective Firms. The Selection Committee will determine the most highly qualified Firm based upon the ranking scores. Once the firm is selected, contract award and authorization will be sought from either the County Manager or the Catawba County Board of Commissioners, whichever is applicable.

**EVALUATION CRITERIA**

The Content of Qualifications Statement, as referenced above, shall be evaluated as follows:

<b>Description</b>	<b>Total Possible Points</b>
Qualifications of Firm <ul style="list-style-type: none"> <li>• Experience performing engineering design of similar solid waste facilities (20 pts.)</li> <li>• Project understanding (15 pts.)</li> <li>• Overall experience (10 pts.)</li> <li>• Previous/pending litigation (5 pts.)</li> </ul>	50
Project Management and Key Personnel <ul style="list-style-type: none"> <li>• Experience on similar projects (10 pts.)</li> <li>• Professional training/qualifications (10 pts.)</li> <li>• Work load and availability (15 pts.)</li> <li>• Relevant licenses/certifications (5 pts.)</li> </ul>	40
References – Past Performance and Existing	10
	<b>100 Points</b>

## **FIRM INSURANCE REQUIREMENTS**

The successful Firm will be required to provide the County with Certificates of Insurance meeting the County's insurance requirements as specified below. Failure to provide the required insurance will result in cancellation of the selection and the County will have the right to enter into an agreement with the Firm with the next highest ranking. Firm shall maintain at all times during the term of this Agreement, at the Firm's sole expense:

### I. Commercial General Liability Insurance

Firm shall maintain Commercial General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The aggregate limit shall apply separately to each location. The limits may be satisfied by a combination of primary and excess insurance.

### II. Professional Liability Insurance

Firm shall maintain Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$2,000,000 aggregate.

### III. Business Automobile Insurance

At all times while the Firm's representatives are conducting on-site work, the Firm shall maintain Automobile Liability insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

### VI. Workers Compensation & Employers Liability Insurance

At all times while the Firm's representatives are conducting on-site work, Firm shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Firm shall also maintain Employers' Liability insurance with limits of not less than \$500,000 per accident and \$500,000 each employee for injury by disease.

### V. General Requirements

1. Catawba County shall be named as an additional insured under Firm's automobile and general liability insurance. In the event of a loss arising out of, or related to the Firm's services performed under this Agreement, Firm's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.

2. The Firm's General Liability, Automobile Liability, and Workers Compensation insurance must contain a waiver of subrogation in favor of the County.

3. Firm shall be responsible for insuring all of its own personal property, improvements, and betterments.

4. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of thirty (30) days' notice to the County of any material change in coverage, cancellation, or non-renewal.

5. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.

6. Prior to the execution of contract, awarded Firm will provide a Certificate of Insurance ("COI"). Firm agrees to indemnify the County if the insurance policy referenced in the COI does not contain, at a minimum, the coverage amounts listed on the COI. Firm agrees to provide complete copies of policies if requested. Failure of Firm to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Firm's delaying performance entitling the County to all appropriate remedies under the law including termination of the contract.

## Attachment A



CATAWBA COUNTY

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# PRELIMINARY ENGINEERING REPORT FOR RELOCATION OF SOLID WASTE COLLECTION & PROCESSING FACILITY

APRIL 2023

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BLACKBURN SOLID WASTE FACILITY  
4017 ROCKY FORD ROAD  
NEWTON, NC 28658  
SOLID WASTE PERMIT #:  
1803-MSWLF-1997

**PREPARED FOR:**  
CATAWBA COUNTY, NORTH CAROLINA

**PREPARED BY:**  
GARRETT & MOORE, INC.



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## 1.0 INTRODUCTION

Catawba County's Blackburn Solid Waste Landfill Facility (Facility) is located on Rocky Ford Road near the town of Newton, North Carolina. The Facility includes an active municipal solid waste (MSW) landfill and an active construction and demolition (C&D) debris landfill.

The solid waste management facility also includes a mulching and grinding treatment and processing facility, a small Type-1 composting facility, a mobile home reclamation operation, scrap tire collection operation, a white goods collection area, and a paint storage and electronics recycling area.

Garrett & Moore was contracted by the County to evaluate the relocation of the following solid waste collection and processing services and appurtenances to an area on the north side of Rocky Ford Road:

- Leaves and Grass Clippings collection and processing pad;
- Clean Wood (unpainted pallets and kiln dried wood) collection and processing pad;
- Green Wood (vegetative debris capable of being ground) collection and processing pad;
- Stumps and Trees (large stumps and green wood not capable of being ground) collection and processing pad;
- Air Curtain Burner for the incineration of Green Wood, as well as Stumps and Trees;
- Concrete and Brick collection and processing pad;
- Scrap Tire collection area;
- New DOT driveway;
- New scale and scale house.

The following sections present the findings of our evaluation.

## 2.0 REGULATION REVIEW

The following sections will discuss the relevant regulations and general statutes that apply to the production of a Conceptual Site Layout for the proposed collection and processing activities included in this evaluation.

### 2.1 15A NCAC 13B .0300 – TREATMENT AND PROCESSING FACILITIES

The Conceptual Site Layout for the proposed treatment and processing facility considered the following relevant siting criteria per 15A NCAC 13B, Section .0300:

- Floodplain Restrictions: Any portions of the site property where storage or processing of solid waste occurs shall not be located in the 100-year floodplain.

- Preliminary review indicates the proposed facility location does not conflict with the 100-year floodplain.
- Cultural Resources Restrictions: A site shall not damage or destroy a property of archaeological or historical significance that has been listed on the National Register of Historic Places or included on the Study List for the Register pursuant to 07 NCAC 04R .0206 and .0300, which are incorporated by reference including subsequent amendments.
  - Preliminary review indicates the proposed facility location will not damage or destroy a property of archaeological or historical significance that has been listed on the National Register of Historic Places or included on the Study List for the Register
- State Nature and Historic Preserve Restrictions: The location, access, size, and operation of the site shall not have an adverse impact on any component included in the State Nature and Historic Preserve pursuant to G.S. 143-260.10.
  - Preliminary review indicates the proposed facility location will not have an adverse impact on any component included in the State Nature and Historic Preserve. The J.S. Wilfong House (site ID CT0948) is identified on the Blackburn Facility property in the State Nature and Historic Preserve, but is listed as potentially no longer existing and is outside of the portion of the facility proposed for the relocation of collection and processing operations.
- Endangered and Threatened Species Restrictions: A site shall not jeopardize the continued existence of endangered or threatened species or result in the destruction or adverse modification of a critical habitat, protected under the Federal Endangered Species Act of 1973, Public Law 93- 205, as amended.
  - Preliminary review indicates the proposed facility location will not jeopardize the continued existence of endangered or threatened species or result in the destruction or adverse modification of a critical habitat, protected under the Federal Endangered Species Act of 1973, Public Law 93- 205.
- Buffer Requirements: Unless otherwise stated in the site permit or local zoning requires larger buffers, the waste handling, treatment, processing, and storage areas shall be:
  - no less than 100 feet from supply wells;
  - no less than 100 feet from property lines;
  - no less than 50 feet from waters of the State as defined in G.S. 143-212, or wetlands as defined in 40 CFR 232.2; and

- surrounded by an unused and cleared area of no less than 25 feet to allow access for fire or emergency response vehicles.

## **2.2 15A NCAC 13B .1100 – SCRAP TIRE MANAGEMENT**

The Conceptual Site Layout for the proposed treatment and processing facility considered the following relevant siting criteria per 15A NCAC 13B, Section .1100:

- A scrap tire collection site shall not be located within either the 100-year floodplain or 100 feet of any surface water, or within any wetland as defined in the Federal Clean Water Act, section 404(b)(1).
- A site shall maintain a 50-foot buffer between all property lines and scrap tire storage areas.
- Access to the site shall be controlled to prevent unauthorized entry through the use of barriers such as fences, gates, or berms.
- The site shall be served by an access road that shall be kept passable at all times for any motor vehicle, including fire trucks.
- Whole scrap tires shall be placed in an outdoor scrap tire pile(s) having dimensions no greater than 200 feet in length, 50 feet in width, and 15 feet in height.
- A 50-foot-wide fire lane shall be placed around the perimeter of each scrap tire pile. Access to the fire lane for emergency vehicles shall be unobstructed and passable at all times.
- No operations involving the use of open flames, blow torches, or flammable substances shall be conducted within 50 feet of a scrap tire or processed materials pile.

## **2.3 15A NCAC 13B .1400 – SOLID WASTE COMPOST FACILITIES**

The Conceptual Site Layout for the proposed treatment and processing facility considered the following relevant siting criteria per 15A NCAC 13B, Section .1400:

- Small Type 1 facilities shall have an operations area less than two acres in size and shall be limited to no more than 6,000 cubic yards material onsite at any given time, including finished product.
- A site located in a floodplain shall not restrict the flow of the 100-year flood, reduce the temporary storage capacity of the floodplain, or result in washout of solid waste, so as to pose a hazard to human life, wildlife, land, or water resources.
  - Preliminary review indicates the proposed facility location does not conflict with the 100-year floodplain.

- A 50-foot buffer shall be maintained between all property lines and compost areas for Type 1 facilities.
- A 200-foot buffer shall be maintained between Type 1 compost areas and residences or dwellings not owned and occupied by the permittee.
- A 100-foot buffer shall be maintained between all wells and compost areas, except monitoring wells.
- A 50-foot buffer shall be maintained between perennial streams and rivers and compost areas.
  - Preliminary review indicates that there are no perennial streams and rivers within 50 feet of the proposed facility location.
- A 25-foot minimum distance shall be maintained between compost areas and swales or berms;
- The facility shall not be located over a closed-out disposal site.

#### **2.4 15A NCAC 02D .1904 – AIR CURTAIN INCINERATORS**

The Conceptual Site Layout for the proposed treatment and processing facility considered the following relevant siting criteria per 15A NCAC 02D, Section .1904:

- The wind direction at the time that the burning is initiated, and the wind direction as forecasted by the National Weather Service during the time of the burning shall be away from any area, including public roads within 250 feet of the burning as measured from the edge of the pavement or other roadway surface, which may be affected by smoke, ash, or other air pollutants from the burning.
- The location of the burning shall be at least 300 feet from any dwelling, group of dwellings, or commercial or institutional establishment, or other occupied structure not located on the property on which the burning is conducted.

#### **3.0 WASTE VOLUME VS. AREA EVALUATION**

In order to create a Conceptual Site Layout for the proposed collection and processing facility, the space (area) requirements for collection, storage, and processing of each material must be estimated.

Historical scale records from fiscal years 2020-2022, including waste tonnage by material, were provided by Catawba County for use in this evaluating the quantity of materials to be collected and processed at the site. For the conversion of waste tonnages into their corresponding volumes, a material density conversion chart by the Environmental Protection Agency and National Truck Equipment Association was utilized, as seen in Table 1, below.

**Table 1. Material Weight in Pounds Per Cubic Yard**

<b>Material Weight – Pounds per Cubic Yard</b>			
Asphalt	2,700 lb.	Iron (wrought)	13,100 lb.
Brush/Branches (loose)	250 lb.	Leaves (loose, dry)	150 lb.
Brush/Branches (chipped – 3" screen)	600 lb.	Leaves (vacuumed, dry)	400 lb.
Concrete (gravel or stone mix)	4,050 lb.	Leaves (wet or compacted)	550 lb.
Concrete (average wet mix)	3,730 lb.	Limestone (solid)	4,480 lb.
Clay (dry)	2,300 lb.	Limestone (crushed)	2,565 lb.
Clay (wet)	2,970 lb.	Paper (solid - average)	1,565 lb.
Crushed Stone	2,700 lb.	Plywood Sheets	800 lb.
Earth (loose)	2,050 lb.	Roofing Debris	450 lb. to 750 lb.
Earth (packed)	2,565 lb.	Sand (dry)	2,750 lb.
Earth (shaken)	2,350 lb.	Sand (wet)	3,300 lb.
Earth (moist)	2,700 lb.	Snow (packed)	1,350 lb.
Earth (wet)	3,375 lb.	Steel (cast)	13,250 lb.
Garbage (dry)	400 lb. to 800 lb.	Steel (rolled)	13,365 lb.
Garbage (wet)	1,240 lb.	Stone (crushed - average)	2,700 lb.
Grass Clippings (loose, green)	350 lb.	Street Sweeping Debris	865 lb.
Grass Clippings (compacted, green)	650 lb.	Tires (shredded)	950 lb.
Gravel (dry)	2,565 lb.	Tires (whole – auto & pickup)	220 lb.
Gravel (wet)	3,375 lb.	Tires (whole – truck)	480 lb.
Iron (cast)	12,150 lb.	Water (fresh)	1,700 lb.

*All posted weights were gathered from the EPA & NTEA.*

To determine the area required for the collection and processing of a specific material, Raw Material Storage Requirements and Material Processing Requirements must be considered. These considerations will be discussed in this section, for each of the materials proposed for collection and processing at the facility.

### 3.1 LEAVES AND GRASS CLIPPINGS COLLECTION AND PROCESSING

One of the solid waste collection and processing services proposed for relocation is a small Type 1 composting facility. Leaves and grass clippings are one type of material to be collected for composting at the facility. Catawba County residents will dispose of their leaves and grass clippings onto a concrete pad. The leaves and grass clippings will then be processed by grinding and be placed into windrows for composting. The compost pad for leaves and grass clippings will be natural ground.

Scalehouse tonnage records from fiscal years (FY) 2021 and 2022 for the collection of leaves and grass are presented in Table 2, below.

**Table 2. Tons of Leaves and Grass Clippings collected during fiscal years 2021 and 2022.**

<b>Compost - Leaves and Grass</b>		
<b>Month</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
January	263.80	186.60
February	18.07	76.80
March	33.80	47.80
April	45.90	45.70
May	39.13	17.38
June	18.01	20.70
July	20.80	16.18
August	19.20	20.90
September	23.30	21.37
October	71.00	29.70
November	629.40	254.90
December	498.80	293.30
<b>Monthly Average</b>	113.02	tons

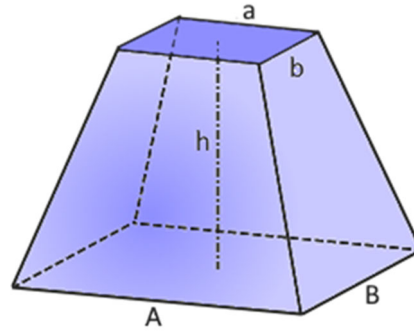
Historical scale records indicate the Facility received an average of 1,356 tons of leaves and grass clippings per fiscal year, and an average of 113 tons per month.

As observed in section 2, Small Type 1 facilities shall have an operations area less than two acres in size and shall be limited to no more than 6,000 cubic yards material onsite at any given time, including finished product. It is noted that some leaf and grass clippings may be processed via Air Curtain Incineration at the proposed facility.

### 3.1.1 RAW MATERIAL STORAGE REQUIREMENTS

While the facility received an average of 113 tons of leaves and grass clippings each month, approximately 630 tons were collected in November 2021, and approximately 500 tons were collected in December 2021. To provide for maximum raw material storage at the facility based on the historical tonnages from FY 2021 and 2022, raw material storage (collection pad) for collected Leaves and Grass Clippings was designed to store approximately 1,000 tons of pre-processed material. Based on the material densities provided Table 1, Leaves and Grass Clippings are estimated to have an average density of 500 pounds per cubic yard (0.25 tons per cubic yard). Storing 1,000 tons of pre-processed leaves and grass clippings results in an estimated stockpile volume of 4,000 cubic yards.

In order to determine the size of concrete pad required to store 4,000 cubic yards of material, the stockpile was modeled as a Truncated Rectangular Pyramid. Figure 1, below, depicts a truncated rectangular pyramid and the formula for calculating its volume.



$$V = \frac{(Ab + aB + 2(ab + AB)) \cdot h}{6}$$

**Figure 1. Volume of a Truncated Rectangular Pyramid.**

The stockpile is assumed to have a conservative height of 10 feet with 3:1 side slopes. To accommodate the required 4,000 cubic yards of storage, the dimensions of the collection pad for leaves and grass clippings are approximately 180 feet by 100 feet, or 18,000 square feet.

### 3.1.2 MATERIAL PROCESSING REQUIREMENTS

Composting for leaves and grass clippings at the facility is performed by windrowing. Compost windrows begin at the density of the pre-processed material and become denser as the material breaks down. To be conservative, total windrow storage for collected Leaves and Grass Clippings was designed for approximately 1,000 tons of the pre-processed material, when it is at its lowest density, equal to the maximum raw material storage (4,000 cubic yards).

Windrows are assumed to be 12 feet wide at the base and 7 feet high, with 12 feet of space in between each row for operational access. To provide for the required 4,000 cubic yards of windrow storage would require 8 windrows at 203 feet in length. Therefore, the leaves and grass composting area is designed to be approximately 203 feet x 180 feet, or 37,000 square feet.

### 3.2 CLEAN WOOD COLLECTION AND PROCESSING

Clean Wood is one type of material to be collected at the facility, including unpainted pallets and kiln dried wood. Catawba County residents will dispose of their clean wood onto a concrete pad. The clean wood will then be processed by either air curtain incineration, or by grinding and windrowing. The incinerated clean wood will be converted to ash which will be disposed within the Blackburn MSWLF. Any ground clean wood will be placed into stockpile windrows on natural ground.

Scalehouse tonnage records from fiscal years (FY) 2021 and 2022 for the collection of clean wood are presented in Table 3, below.

**Table 3. Tons of Clean Wood collected during fiscal years 2021 and 2022.**

Clean Wood		
Month	FY 20/21	FY 21/22
January	245.30	189.50
February	196.10	230.55
March	257.40	274.70
April	208.30	230.22
May	194.50	269.10
June	248.96	256.30
July	274.13	292.60
August	301.30	302.30
September	256.90	273.63
October	293.80	215.67
November	412.50	185.77
December	382.70	200.17
<b>Monthly Average</b>	258.02 tons	

Historical scale records indicate the Facility received an average of 3,096 tons of clean wood per fiscal year, and an average of 258 tons per month.

### 3.2.1 RAW MATERIAL STORAGE REQUIREMENTS

To provide for maximum raw material storage at the facility based on the historical tonnages from FY 2021 and 2022, raw material storage (collection pad) for collected Clean Wood was designed to store approximately 2 months (or approximately 500 tons) of pre-processed material. Based on the material densities provided Table 1, unprocessed Clean Wood is conservatively estimated to have an average density of 500 pounds per cubic yard (0.25 tons per cubic yard). Storing 500 tons of pre-processed clean wood results in an estimated stockpile volume of approximately 2,000 cubic yards.

In order to determine the size of concrete pad required to store 2,000 cubic yards of material, the stockpile was modeled as a Truncated Rectangular Pyramid shown in Figure 1, above.

The stockpile is assumed to have a conservative height of 10 feet with 3:1 side slopes. To accommodate the required 2,000 cubic yards of storage, the dimensions of the collection pad for clean wood are approximately 180 feet by 70 feet, or 12,600 square feet.

### 3.2.2 MATERIAL PROCESSING REQUIREMENTS

Clean wood windrows consist of ground clean wood material. Based on Table 1, ground clean wood has an approximate density of 600 pounds per cubic yard (0.3 tons per cubic

yard). Total windrow storage for collected clean wood was designed for approximately 500 tons of the ground clean wood material, or 1,667 cubic yards.

Windrows are assumed to be 12 feet wide at the base and 7 feet high, with 12 feet of space in between each row for operational access. To provide for the required 1,667 cubic yards of windrow storage would require 8 windrows at 85 feet in length. Therefore, the clean wood windrow area is designed to be approximately 85 feet x 180 feet, or 15,300 square feet.

### 3.3 GREEN WOOD COLLECTION AND PROCESSING

Green Wood is vegetative debris capable of being ground. Catawba County residents will dispose of their green wood onto a concrete pad. The green wood will then be processed by air curtain incineration, or by grinding and windrowing. The incinerated green wood will be converted to ash which will be disposed within the Blackburn MSWLF. Any ground green wood will be placed into stockpile windrows on natural ground.

Scalehouse tonnage records from fiscal years (FY) 2021 and 2022 for the collection of green wood are presented in Table 4, below.

**Table 4. Tons of Green Wood collected during fiscal years 2021 and 2022.**

Green Wood		
Month	FY 20/21	FY 21/22
January	641.70	618.70
February	470.67	554.85
March	871.67	942.90
April	818.40	800.90
May	839.30	742.20
June	823.70	937.48
July	635.97	367.50
August	806.60	616.60
September	760.30	513.30
October	933.00	915.50
November	1061.90	802.30
December	774.49	458.60
<b>Monthly Average</b>	737.86	tons

Historical scale records indicate the Facility received an average of 8,854 tons of green wood per fiscal year, and an average of 738 tons per month.

#### 3.3.1 RAW MATERIAL STORAGE REQUIREMENTS

Monthly collection of green wood is relatively consistent. To provide for maximum raw material storage at the facility based on the historical tonnages from FY 2021 and 2022, raw material storage (collection pad) for collected Green Wood was designed to store

approximately 1,500 tons (approximately 2 months) of pre-processed material. Based on the material densities provided Table 1, unprocessed Green Wood is estimated to have an average density of 250 pounds per cubic yard (0.125 tons per cubic yard). Storing 1,500 tons of pre-processed green wood results in an estimated stockpile volume of approximately 12,000 cubic yards.

In order to determine the size of concrete pad required to store 12,000 cubic yards of raw material, the stockpile was modeled as a Truncated Rectangular Pyramid shown in Figure 1, above.

The stockpile is assumed to have a conservative height of 10 feet with 3:1 side slopes. To accommodate the required 12,000 cubic yards of storage, the dimensions of the collection pad for green wood are approximately 220 feet by 200 feet, or 44,000 square feet.

### 3.3.2 MATERIAL PROCESSING REQUIREMENTS

Based on Table 1, ground green wood has an approximate density of 600 pounds per cubic yard (0.3 tons per cubic yard). Total windrow storage for collected green wood was conservatively designed for 1,500 tons of the ground green wood material, or 5,000 cubic yards.

Windrows are assumed to be 12 feet wide at the base and 7 feet high, with 12 feet of space in between each row for operational access. To provide for the required 5,000 cubic yards of windrow storage would require 8 windrows at 254 feet in length. Therefore, the green wood windrow area is designed to be approximately 254 feet x 180 feet, or 45,720 square feet.

Additionally, some green wood may be processed via air curtain incineration. Space requirements for this processing method are minimal, though buffer requirements are higher than other processing methods. The air curtain incinerator (ACI), itself, is expected to be around 40 feet by 12 feet. With additional space for access to all sides of the ACI, the ACI area is designed to be approximately 72 feet by 60 feet, or 4,320 square feet.

### 3.4 STUMPS AND TREES COLLECTION AND PROCESSING

Stumps and trees are large stumps and green wood not capable of being ground. Catawba County residents will dispose of their stumps and trees onto a soil pad. The stumps and trees will then be processed via air curtain incineration. The incinerated stumps and trees will be converted to ash which will be disposed of in the Blackburn MSWLF.

Scalehouse tonnage records from fiscal years (FY) 2021 and 2022 for the collection of stumps and trees are presented in Table 5, below.

**Table 5. Tons of Stumps and Trees collected during fiscal years 2021 and 2022.**

Stumps and Trees		
Month	FY 20/21	FY 21/22
January	169.62	189.90
February	319.04	255.73
March	98.50	457.90
April	129.60	127.86
May	436.60	120.20
June	249.90	1143.40
July	24.76	171.58
August	190.97	139.44
September	315.70	161.70
October	167.78	66.16
November	92.00	197.20
December	139.58	114.50
<b>Monthly Average</b>	228.32	tons

Historical scale records indicate the Facility received an average of 2,740 tons of stumps and trees per fiscal year, and an average of 228 tons per month.

### 3.4.1 RAW MATERIAL STORAGE REQUIREMENTS

Monthly collection of stumps and trees is relatively consistent. To provide for maximum raw material storage at the facility based on the historical tonnages from FY 2021 and 2022, raw material storage (collection pad) for collected stumps and trees was designed to store approximately 500 tons (approximately 2 months) of pre-processed material. Based on the material densities provided Table 1, unprocessed stumps and trees are estimated to have an average density of 500 pounds per cubic yard (0.25 tons per cubic yard). Storing 500 tons of pre-processed stumps and trees results in an estimated stockpile volume of approximately 2,000 cubic yards.

In order to determine the size of soil pad required to store 2,000 cubic yards of raw material, the stockpile was modeled as a Truncated Rectangular Pyramid shown in Figure 1, above.

The stockpile is assumed to have a conservative height of 10 feet with 3:1 side slopes. To accommodate the required 2,000 cubic yards of storage, the dimensions of the collection pad for stumps and trees are approximately 140 feet by 80 feet, or 11,200 square feet.

### 3.4.2 MATERIAL PROCESSING REQUIREMENTS

Stumps and trees are to be processed via air curtain incineration. As discussed in Section 3.2.2 above, space requirements for this processing method are minimal, though buffer

requirements are higher than other processing methods. The air curtain incinerator (ACI), itself, is expected to be around 40 feet by 12 feet. With additional space for access to all sides of the ACI, the ACI area is designed to be approximately 72 feet by 60 feet, or 4,320 square feet.

### 3.5 CONCRETE AND BRICK COLLECTION AND PROCESSING

Catawba County residents will dispose of their concrete and brick onto a concrete pad. The concrete and brick will then be processed via crushing with a track hoe. The crushed concrete and brick will then be used as beneficial fill materials.

Scalehouse tonnage records from fiscal years (FY) 2021 and 2022 for the collection of concrete and brick are presented in Table 6, below.

**Table 6. Tons of Concrete and Brick collected during fiscal years 2021 and 2022.**

Concrete and Brick		
Month	FY 20/21	FY 21/22
January	95.50	132.03
February	191.60	166.93
March	169.30	175.70
April	189.13	136.10
May	220.80	137.89
June	297.65	460.60
July	265.23	195.59
August	257.24	93.80
September	98.97	158.70
October	273.10	198.70
November	952.10	89.80
December	594.03	121.10
<b>Monthly Average</b>	236.32 tons	

Historical scale records indicate the Facility received an average of 2,836 tons of concrete and brick per fiscal year, and an average of 236 tons per month.

#### 3.5.1 RAW MATERIAL STORAGE REQUIREMENTS

To provide for maximum raw material storage at the facility based on the historical tonnages from FY 2021 and 2022, raw material storage (collection pad) for collected concrete and brick was designed to store approximately 1,000 tons of pre-processed material. Based on the material densities provided Table 1, unprocessed concrete and brick is conservatively estimated to have an average density of 2,500 pounds per cubic yard (1.25 tons per cubic yard). Storing 1,250 tons of pre-processed concrete and brick results in an estimated stockpile volume of approximately 1,000 cubic yards.

In order to determine the size of soil pad required to store 1,000 cubic yards of raw material, the stockpile was modeled as a Truncated Rectangular Pyramid shown in Figure 1, above.

The stockpile is assumed to have a conservative height of 5 feet with 3:1 side slopes. To accommodate the required 1,000 cubic yards of storage, the dimensions of the collection pad for concrete and brick are approximately 100 feet by 50 feet, or 5,000 square feet.

### 3.5.2 MATERIAL PROCESSING REQUIREMENTS

To provide for processing of the concrete and brick material via crushing with a track hoe, it is conservatively assumed that the concrete pad for concrete and brick material should be at least twice the area required for raw material storage, or at least 10,000 square feet.

### 3.6 SCRAP TIRE COLLECTION

Catawba County residents will dispose of their scrap tires onto a covered concrete pad. Facility operators will then load scrap tires into an open-top container next to a retaining wall, via front-end loader. Open top containers will be collected for disposal and replaced with empty containers as needed.

Scalehouse tonnage records from fiscal years (FY) 2021 and 2022 for the collection of scrap tires are presented in Table 7, below.

*Table 7. Tons of Scrap Tires collected during fiscal years 2021 and 2022.*

Scrap Tires		
Month	FY 20/21	FY 21/22
January	137.47	121.20
February	105.90	167.90
March	104.90	112.90
April	197.50	168.34
May	152.60	129.90
June	135.95	192.20
July	95.85	172.18
August	129.54	131.70
September	180.36	302.76
October	109.16	136.54
November	124.90	123.30
December	139.00	89.51
<b>Monthly Average</b>	144.23 tons	

Historical scale records indicate the Facility received an average of 1,730 tons of scrap tires per fiscal year, and an average of 144 tons per month.

### 3.6.1 RAW MATERIAL STORAGE REQUIREMENTS

Monthly collection of scrap tires is relatively consistent. To provide for maximum raw material storage at the facility based on the historical tonnages from FY 2021 and 2022, raw material storage (collection pad) for collected scrap tires was designed to store approximately 300 tons of pre-processed material. Based on the material densities provided Table 1, unprocessed scrap tires are conservatively estimated to have an average density of 350 pounds per cubic yard (0.175 tons per cubic yard). Storing 300 tons of pre-processed scrap tires results in an estimated stockpile volume of approximately 1,710 cubic yards.

In order to determine the size of soil pad required to store 1,710 cubic yards of raw material, the stockpile was modeled as a Truncated Rectangular Pyramid shown in Figure 1, above.

The stockpile is assumed to have a conservative height of 10 feet with 3:1 side slopes. To accommodate the required 1,710 cubic yards of storage, the dimensions of the collection pad for scrap tires are approximately 75 feet by 70 feet, or 5,250 square feet.

### 3.6.2 MATERIAL PROCESSING REQUIREMENTS

To provide for safe loading of the scrap tire material into open top container via front-end loader, it is conservatively assumed that the concrete pad for scrap tire material should be at least twice the area required for raw material storage, or at least 10,500 square feet.

## 4.0 NEW DOT DRIVEWAY, SCALE, AND SCALE HOUSE

The proposed facility property is just over 23 acres, and is bisected by a utility easement. A new DOT driveway must be permitted to allow access to the proposed facility. The northern portion of the facility contains wetlands which would require additional permitting to impact.

The facility processing activity that was most restricted in terms of location was Air Curtain Incineration (ACI). As mentioned in Section 2, this operation must be at least 300 feet from structures located off of the facility property, which requires the ACI to be located on the West side of the facility. To keep customer access as far from the ACI as possible, maximize the area of the facility available for collection and processing activities, and avoid conflict with wetlands, we propose the driveway be located on the eastern side of the property, off of Woodtech Drive.

The proposed driveway will be approximately 310 feet north of the intersection of Rocky Ford Road and Woodtech Drive, avoiding conflict with the existing intersection and allowing for queueing distance. There will be approximately 140 feet between the proposed driveway entrance and the proposed scale, allowing sufficient space for on-site queueing as well.

The facility scale will be a single, above-ground, pit-less truck scale. On either side of the scale will be a ramp up to scale surface, and enough distance for an approach which will allow trucks to enter the ramp and scale head-on. A scale bypass lane has also been included to maintain

traffic flow during scale maintenance, and for facility access by employees or other traffic which need not use the scale. The proposed scalehouse is adjacent to the scale.

## 5.0 CONCEPTUAL SITE LAYOUT

A Conceptual Site Layout was created using existing elevation data, GIS parcel boundaries, georeferenced orthophotography, GIS surface water data, approximate landfill waste limits, and approximate facility features (roads/pavements, buildings, site features, easements, etc.). Additional information was gathered from available sources (NC One Map, Catawba County GIS, etc.).

As discussed in section 4, efforts were taken to maximize the useful space of the facility, while incorporating regulatory buffers and the other applicable requirements identified in Section 2. The Conceptual Site Layout is attached as Figure 2.

The facility processing activity that was most restricted in terms of location was Air Curtain Incineration (ACI). As mentioned in Sections 2 and 4, this operation must be at least 300 feet from structures located off of the facility property, which requires the ACI to be located on the West side of the facility.

For ease of operation, landings (collection areas) for green wood, clean wood, and leaves and grass clippings should be in close proximity to both their associated windrow areas and the Air Curtain Incinerator. Locating the landings for green wood, clean wood, and leaves and grass clippings in the same location is optimal, both for ease of operation and customer access and for simplification of concrete pad construction.

The Stumps and Trees landing must also be in close proximity to the Air Curtain Incinerator for ease of operation, but does not require a concrete pad or proximity to a windrowing area. This landing has been located adjacent to the ACI, and close to the access road for customer access.

To prevent any potential hazard associated with scrap tire operation proximity to an ACI, the scrap tire landing location should maximize the distance between those two operational areas. The East side of the facility consists of the scrap tire landing, and concrete/brick landing, in addition to the new DOT driveway, scale house, and scales, as discussed in Section 4.

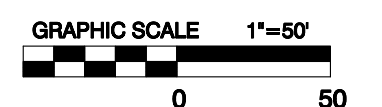
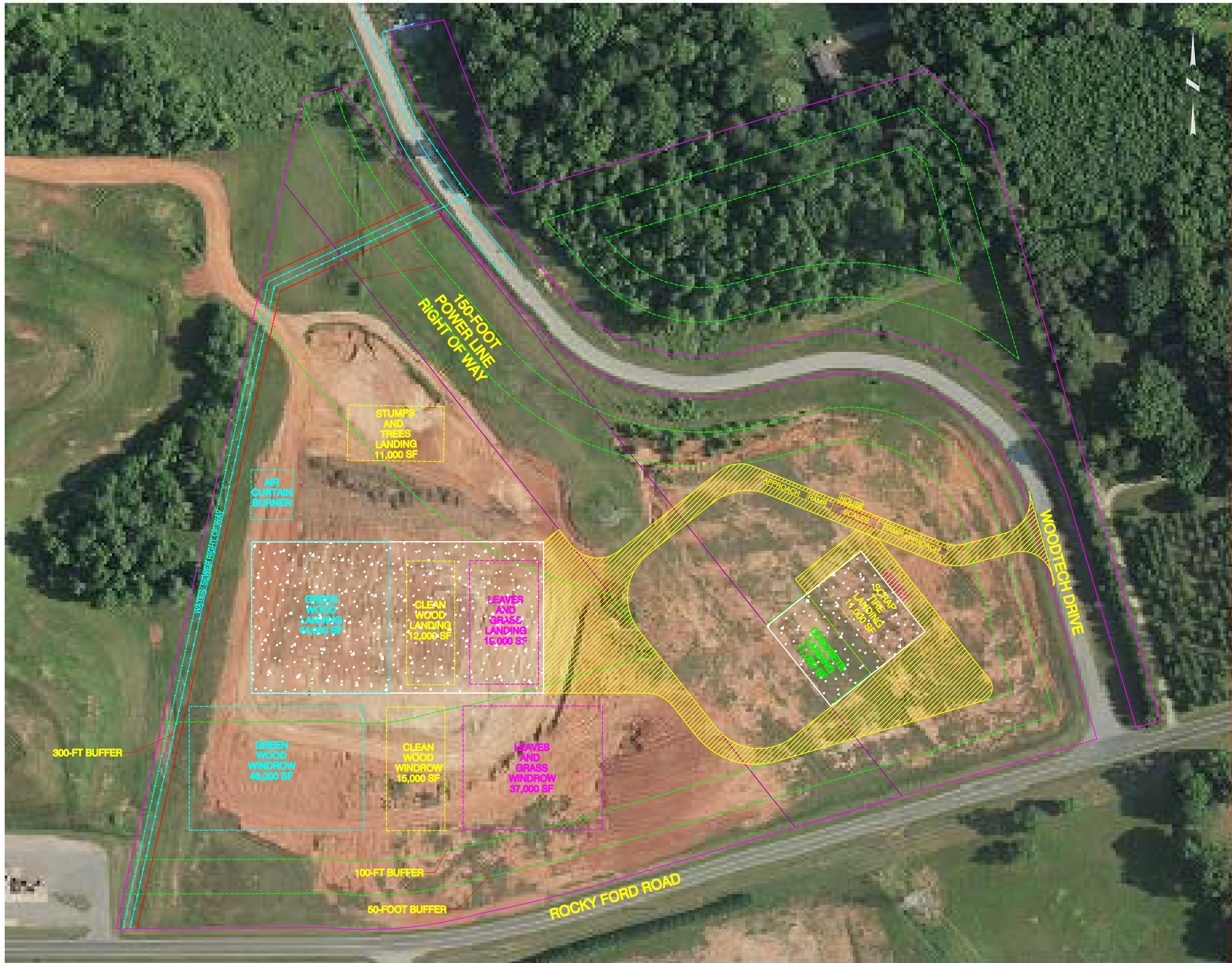
## 6.0 PRELIMINARY OPINION OF PROBABLE COST

An opinion of probable cost was prepared for the Conceptual Site Layout included with this report in Figure 2. This cost estimate, in Table 8 below, includes preliminary costs associated with grading, paving (asphalt and/or stone pavement), new scales and scalehouse, utilities, concrete and/or stone pads, and temporary erosion and sediment controls required for construction.

This cost estimate should be considered preliminary, but applicable for initial project planning and budgetary purposes.

**Table 8. Engineer's Opinion of Probable Cost – Conceptual Site Layout for the Blackburn Collection and Processing Facility.**

Item Number	Description	Estimated Quantity	Unit	Unit Price 2023 \$	Extended Total 2023 \$
1	Task Order No. 2023-1 Preliminary Engineering Report	1	LS	\$ 21,400.00	\$ 21,400.00
2	Engineering and Permitting	1	LS	\$ 100,000.00	\$ 100,000.00
3	Mobilization, Demobilization, Bonds, Insurance	1	LS	\$ 20,000.00	\$ 20,000.00
4	All Weather Road (12"-Thick Compacted GABC Pad)	90,000	SF	\$ 4.50	\$ 405,000.00
5	9"-Thick Concrete Slab-On-Grade w/ Reinforcement Pad (Woods)	93,500	SF	\$ 17.00	\$ 1,589,500.00
6	9"-Thick Concrete Slab-On-Grade w/ Reinforcement Pad (Scrap Tire and Concrete)	26,250	SF	\$ 17.00	\$ 446,250.00
7	NCDOT Driveway Entrance	1	LS	\$ 25,000.00	\$ 25,000.00
8	Scale House	1	LS	\$ 250,000.00	\$ 250,000.00
9	Scale	1	LS	\$ 250,000.00	\$ 250,000.00
	10% Contingency of Above Items	1	LS	\$ 310,715.00	\$ 310,715.00
				<b>Total Cost 2023 \$</b>	<b>\$ 3,417,865.00</b>



**ATTACHMENT B  
REFERENCE DISCLOSURE FORM**

Firm shall provide information regarding experience in work similar to this scope of work by listing FIVE (5) RECENT CLIENTS, ONLY ONE OF WHICH MAY BE A CATAWBA COUNTY GOVERNMENT LISTING. References should be clients of a similar scale as the services requested in this RFQ.

1. COMPANY NAME: \_\_\_\_\_  
PERSON TO CONTACT: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TYPE OF SERVICE PROVIDED: \_\_\_\_\_  
SIZE: \_\_\_\_\_  
JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

---

2. COMPANY NAME: \_\_\_\_\_  
PERSON TO CONTACT: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TYPE OF SERVICE PROVIDED: \_\_\_\_\_  
SIZE: \_\_\_\_\_  
JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

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3. COMPANY NAME: \_\_\_\_\_  
PERSON TO CONTACT: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TYPE OF SERVICE PROVIDED: \_\_\_\_\_  
SIZE: \_\_\_\_\_  
JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

4. COMPANY NAME: \_\_\_\_\_  
PERSON TO CONTACT: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TYPE OF SERVICE PROVIDED: \_\_\_\_\_  
SIZE: \_\_\_\_\_  
JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

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5. COMPANY NAME: \_\_\_\_\_  
PERSON TO CONTACT: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TYPE OF SERVICE PROVIDED: \_\_\_\_\_  
SIZE: \_\_\_\_\_  
JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

**ATTACHMENT C  
INTENT TO PROPOSE  
RFQ NO: 24-1005**

**This form should be e-mailed to [TinaWright@catawbacountync.gov](mailto:TinaWright@catawbacountync.gov) to ensure you receive all addenda issued for this RFQ.**

I, \_\_\_\_\_ a representative of \_\_\_\_\_

\_\_\_\_\_ confirm that we intend to submit

a bid for **RFQ No: 24-1005: Request for Qualifications – Engineering Services for Relocation of Treatment & Processing Facility.**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

END OF ATTACHMENTS