

**REQUEST FOR QUALIFICATIONS  
ENGINEERING SERVICES  
RFQ NO. 20-1012**



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

**Date of Issue: April 6, 2020**

**Qualifications Statement Due Date: May 5, 2020**

**Time: 5:00 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 Consulting Firms (hereinafter “Firm”) interested in providing services in accordance to permitting guidelines with NCDEQ in the divisions of Air Quality, Solid Waste section, Water Quality, Land Quality, and Water Resources, and EPA. These permits are summarized in the following table:

<b>Blackburn Landfill and Resource Recovery Facility Compliance Activities</b>	
<b>NCDEQ Division of Air Quality</b>	<b>NCDEQ Solid Waste Section</b>
Annual Compliance Certification	Semi-Annual Groundwater Sampling
Semi-Annual Title V NSPS/NESHAP and SSM Reports	Quarterly Landfill Gas Monitoring
Title V Permit	Annual C&D and Subtitle D Airspace
Surface Methane Sweeps Data Collection	Annual Facility Report
Quarterly Deviation Report	C&D Operating Permit
Title V Emissions Inventory	Subtitle D Landfill PTO
Greenhouse Gas Report	<b>NCDEQ Division of Water Quality</b>
<b>USACE &amp; NCDEQ Division of Water Resources</b>	NPDES Sampling and Analysis
Wetland Permitting	NPDES Permit Renewal
<b>EPA</b>	<b>NCDEQ Division of Land Quality</b>
Greenhouse Gas Report	Erosion Control and Sedimentation Control Plan

Some of these activities include monitoring, sampling, testing, reporting and tracking the permitting processes. Eligible firms must have the ability and experience to conduct all activities mentioned above, however, the County performs the Surface Methane Sweeps data collection in house. Interested Engineering Consulting Firms must demonstrate recent (last 5 years) experience in air quality, solid waste, and water quality compliance in North Carolina closed and active subtitle D landfills, Title V permitting, and provide an impeccable record of satisfactory permitting compliance.

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.

## **PURPOSE**

This Request for Qualifications (RFQ) is being issued by the County for the purpose of soliciting Statements of Qualifications from Engineering Consulting firms for providing services including all aspects of data collection, analysis, organization, reporting and permitting in Solid Waste Air Quality Compliance at the Blackburn Landfill and Resource Recovery Facility for an initial term of one (1) year with the option to renew up to two (2) additional one (1) year terms, based on performance. Firms must show recent (last 5 years) and relevant experience in air quality, solid waste, and water quality compliance in North Carolina closed and active subtitle D landfills, Title V permitting, and provide an impeccable record of satisfactory permitting compliance.

## **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	April 6, 2020
Submitted Written Questions	Firms	April 16, 2020 at 5:00 PM
Provide Responses to Questions	Firms	April 20, 2020 at 5:00 PM
Submit Proposals	Firms	May 5, 2020 at 5:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon execution

**The qualifications statement shall be submitted no later than 5:00 p.m. on May 5, 2020. 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 # 20-1012 – 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, one (1) copy 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 20-1012 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFQ Number: RFQ 20-1012 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

**IMPORTANT NOTE:** All qualifications shall be physically delivered (by mail only) 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 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.

## **BACKGROUND**

### **Blackburn Resource Recovery Facility**

The 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 (NCDEQ), Division of Solid Waste Management. Additionally, the Landfill operates under Title V Air Quality Permit No. 08533T10 issued by the NCDEQ. 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 Unit 2. In addition, the County operates a Treatment and Processing Area onsite that grinds green and dry wood, leaves and grass, and manages tires and white goods. Both pre and post Subtitle D MSW Landfill Units 1, 2, and 3 have an active LFG conditioning and collection system that currently provides LFG to three (3) Jenbacher- J320 engine-generator sets.

## **SCOPE OF SERVICES**

The Firm shall provide professional consulting services to assist with data collection and analysis, reporting, renewing permits, attaining required state certifications, and submitting all required Air Quality specific paperwork to maintain and comply with current Solid Waste and Air Quality permits.

## **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, one (1) copy and one (1) electronic copy on flash drive.

Qualification Statement must include all of 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 consultant's complete understanding of the scope of work.
- Company's recent (last 5 years) relevant experience in air quality compliance in North Carolina closed and active pre and post subtitle D landfills, and Title V permitting.
- Previous project success for projects of same or similar scope as this project.
- Overall qualifications of project's managers and key personnel.
- Overall experience with:
  - Developing written technical reports
  - Solid Waste Air Quality regulations
  - Municipal solid waste landfill design, operations and closure.
  - Title V Air permitting, monitoring, and reporting.
  - Landfill gas system design and operation.
- 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.
- Statement of 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 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.

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

Please provide:

- List of previous and current clients for work similar to this scope of work within the past five (5) years. 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. In addition, please complete Attachment A: 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 consultants 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 consultant 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 program 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 a list of the most highly qualified Firms based upon the ranking scores. Once the Firms are selected, authorization will be sought from the Catawba County Board of Commissioners for contract award.

## **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>• Success of Previous Projects (i.e. still in operation, how long in operation, etc.). Have there ever been violations consent orders on sites where you have worked?</li><li>• Developing Written Technical Specifications</li><li>• Project Understanding</li><li>• Overall Solid Waste Experience</li><li>• Title V Air Permit Experience</li><li>• Previous/Pending Litigation</li></ul>	30
Project Management and Key Personnel <ul style="list-style-type: none"><li>• Experience on similar projects (NC Only).</li><li>• Projects on time and in budget.</li><li>• Air Quality Permitting experience (NC Only).</li><li>• Professional Training/Qualification</li><li>• Work Load and Availability</li><li>• Cost Control/Scheduling</li><li>• Relevant Licenses/Certifications</li></ul>	60
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. 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.

### **III. 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.

### **IV. 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 sixty (60) 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 beginning the work, Firm shall provide written evidence of insurance as requested by the County to confirm that these insurance requirements are satisfied. 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**  
**REFERENCE DISCLOSURE FORM**

Firm shall provide information regarding experience in work similar 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: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

SIZE: \_\_\_\_\_

JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

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2. COMPANY NAME: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

SIZE: \_\_\_\_\_

JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

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3. COMPANY NAME: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

SIZE: \_\_\_\_\_

JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

4. COMPANY NAME: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

SIZE: \_\_\_\_\_

JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

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5. COMPANY NAME: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF SERVICE PROVIDED: \_\_\_\_\_

SIZE: \_\_\_\_\_

JOB DATES:  
BEGINNING \_\_\_\_\_ END \_\_\_\_\_

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