



Public Works Department

Request for Qualifications

Solid Waste Consulting, Engineering, and  
Environmental Monitoring Services

Due: March 31, 2021 2:00pm (EST)

Send submittals to:  
Surry County Finance/Purchasing Office  
114 West Atkins Street, Dobson, NC 27017  
Attn: Denise Brown, Purchasing Officer

## **I. INTRODUCTION**

The Surry County Public Works Department, is seeking statements of qualifications from firms capable of providing solid waste management consulting, engineering, and environmental monitoring services in accordance with the North Carolina Solid Waste Management rules, permit requirements, and client needs.

## **II. BACKGROUND**

The Surry County Public Works Department ("Department") owns and operates a permitted sanitary landfill at 237 Landfill Road in Mount Airy, North Carolina. The department also monitors and maintains a closed landfill in Elkin. There are 13 recycling/convenience centers located around the county where solid waste and recyclables are collected and transported back to the landfill.

## **III. INFORMATION**

The purpose of this Request for Qualifications ("RFQ") is to qualify a firm to provide solid waste management consulting, engineering, and environmental monitoring services to the Department in the planning and administration of the solid waste management program. It is anticipated that the Department will enter into a contract with a qualified firm for a five (5) year period with the option of up to two (2) one (1) year extensions, with individual tasks assigned and negotiated on "as needed and as requested" basis during the term of the contract. Three general categories of services are identified as:

- 1) General solid waste management consulting services
- 2) Solid waste management engineering services
- 3) Environmental monitoring and reporting services.

Furthermore, the Department may identify specific tasks within those categories for services to be provided by the firm. To be deemed qualified and to contract with the Department, the firm needs to demonstrate qualifications in as many categories and specific tasks as possible (see listing in IV. Scope of Work). However, qualifications in all categories or all tasks in a category are not required.

## **IV. SCOPE OF WORK**

The Department is seeking the services of qualified firms or individuals with extensive knowledge and background in the solid waste management field. These services should potentially include but are not limited to:

### **Solid Waste Management Consulting**

- Comprehensive solid waste management consulting
- Local, State of North Carolina, and Federal regulatory compliance and management
- Program planning and evaluation

- Program management and assistance
- Public meetings and presentations
- Information/communications services
- Budgetary and financial enterprise fund planning, management, and administration
- Keep Surry County in compliance with NCDEQ solid waste guidelines and requirements
- Prepare and submit the necessary permit applications in support of the ongoing solid waste disposal operation

#### **Solid Waste Management Engineering**

- Comprehensive solid waste management engineering services
- Engineering certification of reports, documents, and submissions
- Design services and technical support for solid waste management programs
- Engineering reviews and evaluations
- Project supervision, monitoring, and oversight
- Provide year-end closure/post-closure care certifications
- Provide construction documents, plans and specifications and support contractor procurement
- Procure annual flyover mapping to update aerial photos and topography
- Monitor landfill usage to ensure adequate permitted capacity

#### **Environmental Monitoring**

- Comprehensive environmental consulting
- Landfill gas sampling, monitoring, reporting, and management
- Groundwater sampling, monitoring, reporting, and management
- Surface water sampling, monitoring, reporting, and management
- Leachate sampling, monitoring, reporting, and management
- Hydro geological assessments
- Regulatory reporting and correspondence
- Public meetings and presentations
- Permit compliance consulting
- Prepare and update regulatory-required reports, plans and permits
- Provide landfill operatorial oversight/review and submit recommendations to maintain regulatory compliance and improve operating efficiency
- Design and operations experience that maximizes landfill airspace
- Provide general engineering and consulting services related to the County's solid waste collection and disposal system

## **V. REQUIREMENTS FOR SUBMISSION AND FORMAT**

The following guidelines must be followed in the preparation and submittal of the applicant's response to this RFQ. Complete responses to each of the following categories are required. All submittals must contain the following information and follow the prescribed format. Failure to comply with the requirements of the RFQ may result in the response being considered non-responsive and rejection of the submission.

## **Format**

Written submittals shall be made on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package submitted shall not exceed twenty (20) double sided sheets. Front and back covers, Table of Contents, Appendices and Tab pages are excluded from totals. Please provide two primary points of contact including email addresses. Submittals will be accepted in electronic format by email to Purchasing Officer Denise Brown [brownd@co.surry.nc.us](mailto:brownd@co.surry.nc.us). It is the responsibility of the applicant that submittals are received. Receipt of submittals can be verified by calling 336-401-8203.

## **Qualifications of Applicants**

Qualified applicants should demonstrate the project team's overall technical expertise and experience in the solid waste management field, environmental engineering and possess a thorough knowledge of solid waste management rules and regulations. The engineering firm should demonstrate that the firm, specifically the assigned project managers and key personnel, has a thorough understanding of the regulatory requirements affecting the siting, design, permitting, and construction of solid waste management and disposal facilities (including solid waste and Title V permits) within the state of North Carolina and Surry County. In addition, the firm and the assigned project managers and key personnel should illustrate their understanding of the various design and construction standards applicable to solid waste management facilities. Such facilities may include but not be limited to: landfill cell construction, stormwater management systems, solid waste recycling facilities, household hazardous waste collection and storage facilities, scale facilities, and other related facilities. Applicants must be experienced in Local, State of North Carolina, and Federal regulations that may affect any and all aspects of the program and have a sound working relationship with regulators in the respective field(s). Applicants must provide information to demonstrate the firm's experience in the category(s) of services, including experience with other local government agencies.

## **References**

Applicants must provide a list of 5 projects, at least three (3) in NC within the last five (5) years that demonstrate the applicant's skills and capabilities in the category(s) of services. Please include the project name, project location, project term, client contact name, address, current contact and telephone number, and a brief description of the project. Clients listed as references must be for completed work on solid waste management and design projects that are similar to those identified in this solicitation.

## **Project Management**

Applicants must provide a proposed organizational chart for services to be provided to the Department. Include resumes of key professional staff anticipated to work on Department projects. Detailed information on the staff's experience in NC and in the mountain region in the solid waste management field and knowledge of the industry should be included. Also include a description of the type of involvement that individuals on the org chart will perform for the

County. Personnel proposed for assignment to the project, including all subconsultants must be identified and their qualifications provided.

Availability of the assigned contract managers and key personnel must be identified. Subcontractors shall be identified, if applicable, and the intended scope of their work detailed.

### **Proposal Submittal**

Submittals will be accepted in electronic format by email to Purchasing Officer Denise Brown at [brownd@co.surry.nc.us](mailto:brownd@co.surry.nc.us). It is the responsibility of the applicant that submittals are received. Receipt of submittals can be verified by calling 336-401-8203. Applicants should submit five (5) hard copies of qualifications with one (1) electronic copy on CD to:

Surry County Finance/Purchasing Office  
114 West Atkins Street, Dobson, NC 27017  
Attn: Denise Brown, Purchasing Officer

Proposal responses must be received before **2:00 PM (EST) on March 31, 2021**  
Late responses, regardless of delivery means, will not be accepted.

## **VI. SELECTION PROCESS**

Surry 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 Surry County.

The Surry County Manager or his/her designee will appoint a Selection Committee to evaluate responses to the Request for Qualifications and determine the most qualified applicants. The RFQ will be posted on the Surry County website under "Purchasing". Upon receipt of the packages from respondents, the Selection Committee members will review using a scoring program that has been determined by the committee and is detailed below. Past performance will be scored based on responses from the references submitted by the responder and/or the experience of Surry County staff regarding the 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 consultants. The Selection Committee will determine a short list of the most highly qualified Engineering Firms based upon the ranking scores. The highest-ranking firm will be proposed as the selected firm and authorization will be sought from the Board of County Commissioners for contract award.

If desired, the selection committee may short list the number of qualified firms. The County reserves the discretion to determine the number of firms that will be on the short list. The County may engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable based on initial responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the selection committee may schedule interviews if required in the selection process.

## VII. EVALUATION SCORE SHEET

Failure to include requested information in the RFQ response package will result in a score of zero for the section in which the information applies.

I.	Company Experience -	30 Points
II.	<ul style="list-style-type: none"><li>• Company's history &amp; experience in solid waste management and design.</li><li>• Overall qualifications of project managers and key personnel</li><li>• Overall experience with<ul style="list-style-type: none"><li>i. Solid waste management regulations</li><li>ii. Municipal solid waste landfill cell design, closure and operation.</li><li>iii. Landfill gas systems design and operation</li><li>iv. Landfill gas to energy facility design and operation</li><li>v. Stormwater management systems design and operation</li><li>vi. Customer convenience site design and operation.</li><li>vii. Leachate management system design and operation.</li><li>viii. Environmental assessment and permitting</li><li>ix. Company's expertise and experience with community relations.</li></ul></li></ul>	
III.	Project Management -	40 points
	<ul style="list-style-type: none"><li>• Firm staff's experience in North Carolina and Surry County.</li><li>• Project team organization and "chain of command"</li><li>• Data management and project tracking methods</li><li>• Cost and schedule controls</li><li>• Quality assurance procedures</li><li>• Subconsultants</li></ul>	
	References -	30 Points
	Total Points	100 Points

## VIII. GENERAL COMMENTS

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. Failure to follow these instructions may be considered a non-responsive proposal and may result in immediate elimination from further consideration.

**By submitting a proposal, Vendors acknowledge that:**

The County reserves the right to reject any or all proposals for any reason. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Vendors at any time to gather additional information.

**Proposals will be received by Surry County Government at the time and place noted on the cover page of this document. At that point, Surry County will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.**

The County must receive proposals before **2:00p.m. EST on March 31, 2021**. *The Vendor's name, RFQ number, and proposal closing time and date must be marked clearly on the proposal submission.* The time of receipt shall be determined by the time clock on the computer of Purchasing Officer's office. The 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 Vendor's 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. Proposals received by telephone, telegraph, or facsimile shall not be accepted.

By submission of a response, the Vendor 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 Vendor'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 Surry County. Vendors shall identify any interests and the individuals involved on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

The County assumes no responsibility for confidentiality of information offered in a proposal. The 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. Proposals are not subject to public inspection until after the contract award. Surry County reserves the right to share any information submitted in response to this RFQ with any person(s) or firm(s) involved in the review and evaluation process. 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 a request for inspection is made under public records law, the Vendor will be

notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

- Any cost incurred by respondents in preparing or submitting a response to the RFQ shall be the respondent's sole responsibility.
- Any questions regarding the RFQ should be directed to Jessica Montgomery, Public Works Director via email address [montgomeryj@co.surry.nc.us](mailto:montgomeryj@co.surry.nc.us).
- Vendor shall acknowledge within their cover letter the receipt of all Addendums.
- Surry County reserves the right to approve all personnel working on Surry County projects. Key professional staff may not be removed, reassigned, or replaced without prior approval from Surry County.