

REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING AND ENVIRONMENTAL SERVICES  
CLEVELAND COUNTY, NORTH CAROLINA

**I. SUMMARY**

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

**II. BACKGROUND**

The Cleveland County Solid Waste Management Division (County) operates a comprehensive solid waste management system. The core components include a Subtitle D compliant municipal solid waste landfill, a construction and demolition waste landfill on top of closed municipal solid waste landfill, future commingled recycling transfer station, convenience centers, and closed municipal solid waste landfills, as well as recycling programs.

**III. APPLICANTS**

Qualified applicants must have an extensive background in the solid waste management field and possess a thorough knowledge of solid waste management rules and regulations. Applicants must be experienced in Local, State, and Federal regulations that may affect any and all aspects of the program, and have a sound working relationship with regulators in the respective fields. Applicants must provide information to demonstrate the firm's experience in the category(s) of services, including experience with other local government agencies.

**IV. INFORMATION**

The purpose of this Request for Qualifications (RFQ) is to qualify a firm to provide solid waste management consulting and environmental monitoring to the Division in the planning and administration of the solid waste management program. The Division desires to contract with only one vendor for all environmental monitoring and consulting needs. It is anticipated that the Division will enter into contracts with a firm with individual tasks assigned and negotiated on "as needed and as requested" basis during the term of the contract. Unless otherwise specified, it shall be the firm's responsibility to identify the applicable federal, state, and local laws and regulations and apply the procedures as required. Three general categories of services are identified as

- (1) Solid waste management consulting services
- (2) Solid waste management engineering services

(3) Environmental monitoring and consulting services.

## V. SCOPE OF WORK

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

- Comprehensive solid waste management consulting
- Local, state, and federal regulatory compliance and management program planning and evaluation
- Program management and assistance
- Program planning and evaluation
- Solid waste enterprise financial planning, budgeting, and annual reporting assistance
- Engineering certification of reports, documents, and submissions
- Design services and technical support for solid waste management programs
- Engineering reviews and evaluations
- Annual air space reporting and operational efficiency studies
- Project supervision, monitoring, and oversight
- Year-end closure / post-closure care certifications
- Environmental monitoring and consulting
- Comprehensive environmental consulting
- Landfill gas monitoring, reporting, and management of the Title V permit.
- Groundwater sampling, monitoring, and management
- Surface water sampling, monitoring, and management
- Leachate sampling, monitoring, and management
- Hydrogeological assessments
- Regulatory reporting and correspondence
- Permitting compliance

Experience and/or capability may be required in any of the following subjects:

- Landfill gas management and recovery
- Composting and organics management
- Geotechnical engineering
- Quality assurance
- Regulatory compliance
- Site assessment
- Rate studies
- Cost estimation
- Solid waste strategic planning

*Note: While it is not required that a firm be experienced in all of the above areas, a successful firm may need access to this expertise through sub-contracting or other arrangements as approved by the Division.*

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

The following guidelines must be followed in the preparation and submittal of the applicants' statement of qualifications. 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 rejection of the submission.

### **A. Format**

Submittals shall be made on 8 1/2" x 11" paper, side bound. The package submitted shall not exceed fifteen (15) sheets (30 pages double-sided). Front and back covers and cover letter are excluded from these totals.

### **C. References**

Applicants must provide a list of projects that demonstrate the applicants' skills and capabilities in the category(s) of services. Please include the project name, location, client contact name and number, and a brief description of the project.

### **D. Project Management**

Applicants must provide a proposed organizational chart for services to be provided to the Division. Include resumes of key professional staff anticipated to work on Division projects. Detailed information on the staff's experience in the solid waste management field and knowledge of the industry should be included. Also include a description of the type of involvement by individuals within the firm with the Division contract.

### **E. Schedule of Fees**

All applicants must submit a schedule of fees for personnel categories that may be involved in the scope of work and for reimbursable expenses.

### **F. Qualifications Submittal**

Applicants will submit five copies of qualifications to:

Cleveland County Public Health Department

200 S Post Road

Shelby, NC 28150

Attn: Nathan McNeilly, REHS

Qualifications must be received by 3 PM on April 20, 2018. Late responses, regardless of delivery means, will not be accepted.

## **VII. Selection Process**

The consultant selection process will involve three stages:

### **A. Stage One: Qualifications**

The Cleveland County Manager will appoint a Selection Committee to evaluate responses to the Request For Qualifications and determine the most qualified applicants. A Request for Qualifications Package will be sent to firms identified by the Division who have previously expressed interest in being considered for providing solid waste management consulting, engineering and environmental monitoring and consulting services. The RFQ will be put on the Cleveland County website and the RFQ will be sent to others upon request. Upon receipt of the packages from respondents, Selection Committee members will review and select (“short- list”) for further consideration those firms that appear to be most favorable to provide services to the Division.

### **B. Stage Two: Interviews**

If needed, separate interview sessions will be scheduled with the “short-listed” firms to permit Selection Committee members to further evaluate each firm’s qualifications. Following the interviews, the Selection Committee will forward their written recommendations to the County Manager for approval.

### **C. Stage Three: Final Selection**

Following the County Manager’s approval to begin negotiations with a specific firm, the Cleveland County Solid Waste Division will initiate contract negotiations. After successful negotiations of specific contract terms, conditions, fees, etc., with the selected firm, the proposed contracts will be forwarded to the Cleveland County Board of Commissioners for approval.

## **VIII. Evaluation Criteria**

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

1. Resources, experience and knowledge of the firm in municipal solid waste management consulting, engineering, or environmental monitoring and consulting.
2. Appropriate qualifications and expertise of key professional staff in solid waste management consulting, engineering, or environmental monitoring and consulting.
3. Adequate staffing capability and current workload of the proposed consultant team for Division projects.
4. Quality and completeness of response to RFQ
5. Proposed hourly rates for professional services.
6. Expertise in specific areas of solid waste management.
7. Performance history of the firm and of its staff members.

8. Other factors as determined by the committee to be appropriate for the selection process.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

**IX. General Comments**

- A. Any cost incurred by respondents in preparing or submitting a response to the Request For Qualifications shall be the respondents' sole responsibility.
- B. All qualification responses, inquiries or correspondence relating to this Request for Qualifications will become the property of Cleveland County when received and will not be returned.
- C. Cleveland County reserves the right to accept or reject any submittals.
- D. Cleveland County reserves the right to award contracts as it deems will best serve its' interests, including award of the services being sought to one or more of the applicants.
- E. Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be directed to Nathan McNeilly, at [Nathan.mcneilly@clevelandcounty.com](mailto:Nathan.mcneilly@clevelandcounty.com)