

## RFQ 18-0202

# REQUEST FOR QUALIFICATIONS FOR SOLID WASTE ENGINEERING SERVICES FOR THE

## NEW HANOVER COUNTY ENVIRONMENTAL MANAGEMENT DEPARTMENT

### GENERAL CONDITIONS

#### SUBMISSION OF QUALIFICATION PACKAGES

New Hanover County, located in Wilmington, NC, is soliciting qualification submittals from consultant engineering firms to provide professional services in support of their Environmental Management Department. Specific work to be addressed will include but not be limited to engineering permitting of improvements, facilities, and operations of the New Hanover County Secure Landfill. Projects that will be addressed include new landfill cell construction design and permitting, landfill site permitting, closure permitting, construction documents for the referenced permits, construction management assistance (CQA/QC) and certifications of construction, leachate management and treatment design and permitting, stormwater management, landfill gas management, greenhouse gas applications, customer convenience site design, and any other assignments associated with the operation and construction activities of the County's landfill and solid waste management program. It is anticipated that the County will contract for the services for a three (3) year period with potential of two (2) one-year (1-year) extensions of the contract based upon acceptable performance. The qualification information must center on the firm's experience in the design, permitting, and construction of landfills and leachate treatment systems in the coastal region utilizing a double liner concept.

Instructions for submitting qualification packages, complete requirements and information may be obtained via email request to [kroane@nhcgov.com](mailto:kroane@nhcgov.com); in person at New Hanover County Department of Environmental Management, 3002 U.S. Highway 421 North, Wilmington, NC 28401, during regular business office hours which are 8 am to 5 pm Monday through Friday, or by visiting our website at <http://www.nhcgov.com/Finance/Pages/CurrentBids.aspx>.

All qualification packages shall be submitted in a sealed envelope addressed to Kim Roane, Business Officer, New Hanover County Department of Environmental Management, 3002 U.S. Highway 421 North, Wilmington, NC 28401 no later than 5:00 pm EST on Thursday, January 4, 2018 and must be marked in the left hand corner on the outside of the envelope as follows: **"Qualification packages for RFQ 18-0202 Solid Waste Engineering Services/Attn: Kim Roane, Business Officer"** by 5:00 p.m. Thursday, January 4, 2018. Any qualification packages received after the specified date and time will not be accepted.

The County reserves the right to reject any and all qualification packages with or without cause, to waive technical errors and informalities, or to accept that qualification packages or combination of qualification packages which in the County's sole and absolute judgment best serves the public interest.

**QUALIFICATION PACKAGE OPENING:** Qualification packages shall **NOT** be publicly opened. Qualification packages that are received by telephone, facsimile, telegram, or electronic mail are not acceptable and will be rejected.

**EEO STATEMENT/ MINORITY and/or WOMEN BUSINESS ENTERPRISE PROGRAM:** It is the policy of New Hanover County that minority businesses, as defined by North Carolina General Statute 143-128 have maximum opportunity to participate in the performance of contracts and subcontracts funded in whole or in part with public funds. This includes all aspects of the County's contracting and procurement programs, including but not limited to construction projects, supplies and materials, as well as professional and personal service contracts. The County and its contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of its contracts.

**E-VERIFY COMPLIANCE:** Pursuant to S.L. 2015-294, the selected Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. Upon and after Contract execution, violation of the provision, unless timely cured, shall constitute a breach of Contract.

**PRICING:** No fee proposal is to be included in the qualification package. This solicitation is for qualifications only.

**CONFLICT OF INTEREST:** The award hereunder is subject to provisions of State Statutes and/or County Ordinance. Respondents must disclose with their qualification packages the name of any officer, director, or agent who is also an employee of New Hanover County. Further, all respondents must disclose the name of any County employee who owns, directly or indirectly, any interest in the respondent's firm or any of its branches.

**LOBBYING STATEMENT:** All firms are hereby placed on notice that the County Commissioners and staff shall not be contacted about this qualification request. Firms and their agents are hereby placed on notice that they are not to contact members of the County Commissioners or staff (with the exception of designated liaison). Written correspondence in regard to Qualification packages may be submitted to the County's Environmental Management Department, Attn: Kim Roane, Business Officer.

**LICENSE/CERTIFICATIONS:** The successful vendor will be required to secure, at its expense, the proper occupational license and/or any other license required of the applicable work being performed. Proof of license and/or certification may be required prior to award. The respondent shall comply with all federal and state laws, county and municipal ordinances and regulations in any manner affecting the performance of the work. The respondent shall state its occupation license number and expiration date.

**INSURANCE:** Responders to this solicitation shall show appropriate insurance coverage levels for providing the types of services described above. Upon selection the selected firm shall provide specific insurance certificates naming New Hanover County as an additional insured for the allowable categories of coverage and will maintain continuous coverage during the life of the award.

**INCURRED COST:** New Hanover County is not liable for any cost incurred by any vendor prior to an award. Costs for developing a response to this request for qualification packages are entirely the obligation of the respondent and shall not be chargeable in any manner to New Hanover County.

**MATERIALS/SUPPLIES:** No materials or supplies for the work shall be purchased by the vendor or by any sub-contractor subject to any chattel mortgage or under a conditional sale or other agreement by which an interest is retained by the seller.

**VERBAL INSTRUCTIONS:** No negotiations, decisions, or actions shall be initialized or executed by the vendor as a result of any discussions with any County employee. Only those communications which are in writing from an authorized County representative may be considered. Only written communications from vendors which are assigned by a person designated as authorized to bind the company will be recognized by the County as duly authorized expressions on behalf of the company.

**ADDITION, DELETION OR MODIFICATION OF SERVICES:** The County reserves the right at its sole discretion to increase, decrease, or delete any portion of this agreement contract at any time without cause, and if such right is exercised by the County, the total fee shall be adjusted accordingly. If work has already been accomplished on the portion of the contract to be increased, decreased, or deleted, the contractor shall be paid for the correct portion on the basis of the estimated percentage agreed upon by the County, the contractor, and the contract manager upon completion of such portion.

The services sought by this solicitation include:

Engineering and consulting services are sought to support New Hanover County (County) in planning, developing, and implementing the County's Solid Waste Capital Improvement Program and other projects as necessary. These services may include: permitting solid waste management facilities (including solid waste, leachate treatment and Title V permitting); designing and providing construction oversight for new facilities and upgrades to existing facilities; providing design/build capabilities, providing operation and maintenance of landfill components, and providing guidance in support of the Environmental Management Department's operations. Areas of engineering expertise must include siting, design, construction, and operation of Municipal Solid Waste Landfills, landfill gas collection systems, leachate management, treatment and collection systems, storm water management systems, solid waste transfer stations, solid waste recycling facilities, customer convenience site design and household hazardous waste collection and storage facilities. In addition, selected Engineering Firms may be required to provide community relations support during all phases of work which may include the preparation of audio/visuals and fact sheets and participating in public meetings.

This solicitation does not commit the County to pay any costs incurred in the preparation and submission of an offer in any form or to procure or contract for said services or supplies. The New Hanover County Board of County Commissioners (Board) or their designees are the only individuals who can commit the County to the expenditure of funds in connection with any contract resulting from this solicitation.

#### **INQUIRIES/NO CONTACT CLAUSE**

All firms are hereby placed on notice that the County has designated Kim Roane as the liaison for this RFQ. All requests for information regarding this RFQ must be submitted in writing to Kim Roane at the Environmental Management Department Office, 3002 U.S. Highway 421 North, Wilmington, NC 28401 or email kroane @nhcgov.com. The County Commissioners and their staff shall not be contacted about this RFQ.

Each Respondent shall submit a qualification package in the format and in accordance with the requirements set forth in the RFQ. All qualification packages must be sealed and addressed to the Environmental Management Department, 3002 U.S. Highway 421 North, Wilmington, NC 28401, and must be marked in the left hand corner on the outside of the envelope as follows:

Qualification packages for Solid Waste Engineering Services

Due Date: 5:00 p.m. **Thursday, January 4, 2018**

Name & Address of Respondent:

Telephone Number of Respondent:

**One (1) original qualification package marked "ORIGINAL" and three (3) complete copies of the qualification packages marked "COPY" plus one (1) complete copy submitted on a flash drive must be delivered or submitted to the Environmental Management Department as previously specified, NO LATER THAN 5:00 P.M. EST on Thursday, January 4, 2018.** Delivery of the qualification packages to any other County office does not constitute receipt by the County. The delivery of the qualification packages prior to the date and time set for the qualification packages opening is solely and strictly the responsibility of the Respondent. Any qualification packages received after the stated time and date for the opening shall not be accepted. The County shall not, under any circumstances, be responsible for delays caused by the United States Postal Service or any private delivery service, or delays caused by any other occurrence. The official time clock will be the clock located at the office of the Environmental Management Department. The County will not consider any qualification packages delivered after the advertised deadline date and time. Offers by telephone, facsimile, telegram, or electronic mail will not be accepted.

No qualification packages shall be withdrawn after the deadline.

Before submitting a qualification package, each Respondent shall make all investigations and examinations necessary to learn the conditions and requirements that may influence the performance of the services requested and the contract. Failure to make such investigations and examinations shall not relieve successful Respondents from the obligation to comply, in every detail, with all the provisions and requirements of the awarded contract nor shall it be a basis for any claim whatsoever for alteration in any condition of the awarded contract.

The County reserves the right to reject any and all qualification packages with or without cause, to waive technical errors and informalities, or to accept that qualification packages or combination of qualification packages which in the County's sole and absolute judgment best serves the public interest.

### **QUESTIONS, ADDENDA, AND INTERPRETATIONS**

No interpretation of the meaning of the RFQ requirements, or other contract documents will be made orally to any respondent. Every request for such interpretation must be in writing, to Kim Roane at the Environmental Management Department Office by email [kroane@nhcgov.com](mailto:kroane@nhcgov.com) or fax (910) 798-4408. To be given consideration, such requests must be received no later than 3:00 PM Wednesday, December 20, 2017. Any and all such interpretation and supplemental instructions will be in the form of a written addendum, which, if issued will be sent to all prospective respondents at the respective addresses furnished for such purposes. Failure of any respondent to receive any such addendum or interpretation shall not relieve said respondent from any obligation under his qualification packages as submitted. All addenda so issued shall become part of the contract documents, whether or not the successful respondent

received a copy of such addendum, it being understood that all respondents are responsible to verify that they have received any such addenda prior to submitting their qualification packages.

Each Respondent shall submit a qualification package in the format and in accordance with the requirements set forth herein.

Each element of the qualification packages shall be individually tabbed and indexed.

Page limitations include the following:

A page shall consist of one typewritten (12- characters per inch) side of standard size 8 ½ x 11- inch stationery. No photo-reduction of text is allowed. Any photographs, maps, diagrams, charts, or other non-text contents, which provide information about the Respondent will be included in the page count. Foldout inserts will be converted to 11 x 17 inches. Qualification packages using elaborate brochures, artwork, expensive paper and binders, or other expensive visual presentation aids or including the firm's standard marketing material are not desired. Qualification packages should be prepared in accordance with the required submittal documents and a detailed reply focused on achieving the requested Scope of Services. Responses should be as concise as possible.

#### **NON-RESPONSIVE QUALIFICATION PACKAGES**

Non-responsive Qualification packages will not be reviewed. Non-responsive Qualification packages include, but are not limited to, those that:

- (1) are not in conformance with the requirements and instructions contained herein;
- (2) are conditional, incomplete, indefinite or ambiguous;
- (3) are intended to accomplish only a portion or portions of the overall work;
- (4) have improper or undated signatures.

#### **MINOR INFORMALITIES OR IRREGULARITIES**

The County may waive minor informalities or irregularities in the qualification packages received, where such is merely a matter of form and not substance, and the correction of which is not prejudicial to other Respondents.

#### **RANKING**

Each Qualification package will be reviewed by the Selection Committee members 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 New Hanover County staff with the 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 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.

## **NEGOTIATIONS OF CONTRACT AND EXECUTION**

Following the Board's approval of the recommended award, a continuing services agreement will be negotiated and work will be conducted by means of individual task orders. Negotiations will also be used to resolve any remaining questions regarding technical or administrative aspects of the project. If for any reason a contract cannot be negotiated with a recommended firm within thirty (30) days after notification of award, the County may terminate contract negotiations.

No contract or modification thereto shall be binding upon the County unless the same is reduced to writing and executed by all parties to the agreement.

There is no work guaranteed to any Engineering Firm as a result of being selected and placed under contract. The County reserves the right to modify the scope of work as may be necessary to meet the County's overall solid waste management objectives.

## **TYPE OF CONTRACT CONTEMPLATED**

The method of payment for services under this solicitation will be on a fixed-price basis per project assignment or on a time and materials basis with an up-set limit, depending on the type of work to be conducted.

The County will not intentionally award publicly funded contracts to any Engineering Firm who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Sections 1324a(e) and 274A(e) of the Immigration and Nationality Act "INA". The County shall consider the employment by the Engineering Firm of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the Employment provisions contained in Section 274A(e) of the INA shall be grounds for disqualification.

**The vendor(s) providing services under this agreement will be required to procure and maintain the types of insurance as indicated below.**

The insurance shall provide coverage against claims for injuries to persons or damages to property which may arise from operations or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees, or subcontractors, whether such operations by himself/herself or anyone directly or indirectly employed by him/her.

### **I. Minimum Scope and Limits of Insurance**

#### **A. Commercial General Liability**

1. Contractor shall maintain Commercial General Liability (CGL) and if necessary, Commercial Umbrella Liability insurance with a total limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. If such CGL

- insurance contains a general aggregate limit, it shall apply separately to this project/location or the general aggregate shall be twice the required limit.
2. CGL insurance shall be written on Insurance Services Office (ISO) "occurrence" form CG 00 01 covering Commercial General Liability or its equivalent and shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
  3. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds under the CGL by endorsement CG 20 10 **OR** CG 20 33 **AND** CG 20 37 or an endorsement providing equivalent coverage as respects to liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor; and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to New Hanover County, its officers, officials, agents, and employees
  4. There shall be no endorsement or modification of the CGL or Umbrella Liability limiting the scope of coverage for liability arising from explosion, collapse, underground property damage, employment-related practices, or damage to the named insured's work, when those exposures exist.
  5. Contractor shall maintain CGL and, if necessary Commercial Umbrella Liability insurance, both applicable to liability arising out of the contractor's completed operations, with a limit of not less than \$1,000,000 each occurrence for at least three (3) years following substantial completion of the work.
  6. The contractor's Commercial General Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by New Hanover County, its officers, officials, agents and employees shall be excess of and not contribute with the contractor's insurance.

#### **B. Workers' Compensation and Employer's Liability**

1. Contractor shall maintain Workers' Compensation as required by the general statutes of the State of North Carolina and Employer's Liability Insurance.
2. The Employer's Liability, and if necessary, Commercial Umbrella Liability insurance shall not be less than \$100,000 each accident for bodily injury by accident, \$100,000 each employee for bodily injury by disease, and \$500,000 policy limit.
3. The insurer shall agree to waive all rights of subrogation against the New Hanover County, its officers, officials, agents and employees for losses arising from work performed by the contractor for New Hanover County.

#### **C. Business Auto Liability**

1. Contractor shall maintain Business Auto Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident.
2. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.
3. Business Auto coverage shall be written on ISO form CA 00 01, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be

endorsed to provide contractual liability coverage equivalent to that provided in ISO form CA 00 01.

4. New Hanover County, its officers, officials, agents, and employees are to be covered as additional insureds.
5. The contractor's Business Auto Liability insurance shall be primary as respects New Hanover County, its officers, officials, agents, and employees. Any other insurance or self-insurance maintained by New Hanover County, its officers, officials, and employees shall be excess of and not contribute with the contractor's insurance.

#### **D. Professional Liability Insurance**

1. Contractor shall maintain in force for the duration of this contract professional liability or errors and omissions liability insurance appropriate to the contractor's profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the contractor's services as defined in this contract. Coverage shall be written subject to limits of not less than \$2,000,000 per loss.
2. If coverage required in paragraph 1 above is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is complete.

#### **E. Deductibles and Self-Insured Retentions**

1. Any deductibles or self-insured retentions must be declared to and approved by New Hanover County.
2. The contractor shall be solely responsible for the payment of all deductibles to which such policies are subject, whether or not New Hanover County is an insured under the policy.

#### **F. Miscellaneous Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Each insurance policy required by this contract shall be endorsed to state that coverage shall not canceled by either party except after 30 days prior written notice has been given to New Hanover County, 230 Government Center Drive #125, Wilmington, NC 28403.
2. If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

#### **G. Acceptability of Insurers**

Insurance is to be placed with insurers licensed to do business in the State of North Carolina with an A.M. Best's rating of no less than A VII unless specific approval has been granted by New Hanover County.



## **H. Evidence of Insurance**

1. The Contractor shall furnish New Hanover County with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements prior to commencing the work, and thereafter upon renewal or replacement of each certified coverage until all operations under this contract are deemed complete.
2. Evidence of additional insured status shall be noted on the certificate of insurance as per requirements in Section I.
3. With respect to insurance maintained after final payment in compliance with requirements, an additional certificate(s) evidencing such coverage shall be provided to New Hanover County with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the period for which such insurance must be maintained.

## **I. Subcontractors**

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein. Commercial General Liability coverage shall include independent contractors' coverage, and the contractor shall be responsible for assuring that all subcontractors are properly insured.

## **J. Conditions**

1. The insurance required for this contract must be on forms acceptable to New Hanover County.
2. The contractor shall provide that the insurance contributing to satisfaction of insurance requirements in Section I. Minimum Scope and Insurance Requirements shall not be canceled, terminated or modified by the contractor without prior written approval of New Hanover County.
3. The contractor shall promptly notify the Risk Management Office at (910) 798-7497 of any accidents arising in the course of operations under the contract causing bodily injury or property damage.
4. New Hanover County reserves the right to obtain complete, certified copies of all required insurance policies, at any time.
5. Failure of New Hanover County to demand a certificate of insurance or other evidence of full compliance with these insurance requirements or failure of New Hanover County to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.
6. By requiring insurance herein, New Hanover County does not represent that coverage and limits will necessarily be adequate to protect the Contractor and such coverage and limits shall not be deemed as a limitation of Contractor's liability under the indemnities granted to New Hanover County in this contract.
7. If Contractor fails to maintain the insurance as set forth herein, New Hanover County shall have the right, but not the obligation, to purchase said insurance at Contractor's expense.
8. New Hanover County shall have the right, but not the obligation of prohibiting Contractor or any subcontractor from entering the project site or withhold payment until such certificates or other evidence that insurance has been placed

in complete compliance with these requirements is received and approved by New Hanover County.

Except to the extent Federal law is applicable, the interpretation, effect, and validity of any contract resulting from this RFQ shall be governed by the laws and regulations of the State of North Carolina and the County of New Hanover, North Carolina. Venue of any court action shall be in New Hanover County.

Any right, privileges, and/or contracts granted as a result of an award from this RFQ shall not be assigned or transferred in any manner whatsoever without the prior written approval of the County.

In the performance of this Agreement, the Engineering Firm shall keep books, records, and accounts of all activities related to the Agreement, in compliance with generally accepted accounting procedures. All documents, papers, books, records and accounts made or received by the engineer in conjunction with the Agreement and the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the office and shall be retained by the engineer for a period of three (3) years after termination of this Agreement unless such records are exempt by law.

## **GENERAL**

The County reserves the right to accept or reject any or all qualification packages received and reserves the right to make an award without further discussion. Therefore, the qualification packages should be submitted with the understanding and agreement by the Respondent that there will be no opportunity for presentation or discussion about the qualification packages by the Respondent. The instructions for preparation of qualification packages in response to this RFQ have been prepared in order to minimize costs and response time, and to ensure that all offers are reviewed and evaluated in a consistent manner.

No information from any other solicitation applies to this solicitation.

## **QUALIFICATION PACKAGES ORGANIZATION**

The Qualification packages shall consist of the following:

### **(a) TRANSMITTAL LETTER**

This is to serve only as the document covering transmittal of the Qualification packages package and shall not exceed two (2) pages. The letter should provide the name, title, address, and telephone number of the official contact person and an alternate. These individuals shall have the authority to bind the Engineering Firm and shall be available to be contacted by telephone or attend meetings as may be appropriate.

### **(b) TECHNICAL RESPONSE**

The technical response shall contain the six (6) sections outlined below and shall not exceed the assigned pages listed for each section:

(1). Introduction (2 pages). The content of this section shall be at the discretion of the Engineering Firm.

(2) Company Background (3 pages). This section should provide information on the Engineering Firm's historical background and experience with solid waste management projects including the Engineering Firm's previous experience with the County. The Engineering Firm's background should include: the number of years that the company has been in existence; the number of years the Engineering Firm has been involved with solid waste management, design, and permitting projects; years involved with environmental engineering or related activities; and the Firm's current financial condition.

(3) Statement of Qualifications (4 pages). This section should demonstrate the project team's overall technical expertise and experience in solid waste management and environmental engineering. The Engineering Firm should demonstrate that the firm and specifically, the assigned project managers and key personnel have 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 New Hanover 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 utilizing double liner systems and closure, leachate collection, treatment and management systems, stormwater management systems, solid waste transfer stations, solid waste recycling facilities, household hazardous waste collection and storage facilities, scale facilities, and other related facilities.

The Engineering Firm should demonstrate their expertise and experience in assisting governmental entities in providing community relations including the company's ability to create audio/visual presentations and fact sheets.

(4) Personnel proposed for assignment to the project, including all major subconsultants must be identified and their qualifications provided. Specific project positions must coincide with Firm's project organization chart. (no page limit)

Availability of the assigned contract managers and key personnel must be identified. Subcontractors shall be identified and the intended scope of their work detailed. The County expects personnel, subconsultants, and subcontractors identified in the qualification packages response to be available for work to complete services identified under this solicitation.

(5) Project Management (4 pages). The Engineering Firm should describe the organizational structure and "chain of command" of the Engineering Firm's proposed project team and the project management methods that are most appropriate to perform the contract services. The discussion should include: methods for communicating with team members, schedule controls, cost controls, quality assurance protocols, and any other appropriate management considerations. Firms shall describe their data management and project tracking capabilities.

(6) Past Performance -References (3 pages). The Engineering Firm's past performances on contracts will be evaluated. The Engineering Firm must list a minimum of three (3) separate and verifiable clients. Clients listed must be for completed work on solid waste management and design projects that are similar to those identified in this solicitation. Confidential clients shall not be included.

Project Title  
Client name, address  
Current Contact and telephone number  
Location of project (if different than above)  
Project term  
Performance period  
Brief description of projects

Any Engineering Firm placed under contract with the County must further notify the County in writing within five (5) days of their discovery of a potential conflict of interest and make such continuing disclosure throughout the term of the contract. A full disclosure shall include a description of the action that the Engineering Firm has taken, or proposes to take, to avoid or to mitigate such conflicts of interest. The County may terminate the contract if the County deems such termination to be in the best interest of the County, or may terminate the Engineering Firm's assignment to a project based upon its assessment of potential conflict.

## 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.

Engineering Firm Name:

Evaluated by:

### I. Company Experience –

30 Points

- Company's history & experience in solid waste management and design.
- Overall qualifications of project managers and key personnel
- Firm's demonstrated ability to meet onsite upon short notice.
- Overall experience with:
  - Solid waste management regulations
  - Municipal solid waste landfill cell design, closure and operation.
  - Solid waste transfer station design and operation.
  - Landfill gas systems design and operation.
  - Stormwater management systems design and operation.
  - Customer convenience site design and operation.
  - Leachate management system design and operation.
  - Leachate treatment system design and operation.
  - Environmental assessment and permitting
  - Company's expertise and experience with community relations.

### II. Project Management:

40 Points

- Firm staff's experience in North Carolina and New Hanover County.
- Project manager's experience in design, permitting, and operation of landfills and leachate treatment systems in coastal regions
- Project team organization and "chain of command".
- Demonstrated ability to multi-task on three (3) or more projects at any one time.
- Data management and project tracking methods.
- Cost and schedule controls.
- Quality assurance procedures.

### III. Client Evaluations

30 Points

**TOTAL POINTS:**

100 Points