

REQUEST FOR QUALIFICATIONS



September 18, 2020

Request for Qualifications for Engineering and Design Services for Landfill Scale and Solid Waste Facility Improvements

Introduction

Yadkin County is located in the Yadkin Valley area of the state, just west of the piedmont triad area. The county is rural in nature with four municipalities and a population of approximately 38,000 people. Yadkin County's landfill was closed in the early 1990's and since that time has been using as a transfer station at the same location, 1149 Landfill Rd, Yadkinville NC 27055. The scale house, scales, and disposal areas around the facility need upgrading and modifying in order to accommodate the current needs of the county residents.

Project Summary

Yadkin County is seeking statements of qualifications from professional civil engineering firms (the "Firm", or "Firms") to provide planning, engineering design, permitting and bidding assistance which includes plans and specifications as well as construction contract administration and observation for the Landfill Scale and Solid Waste Facility Improvement Project.

The scope includes expanding or constructing a safer entrance from Landfill Road, improve site traffic flow, improve access for household trash, install a concrete pad for metal recycling and white goods recycling, construction of a new scale and scale house, and improve disposal sites within the facility. In addition, the project should include site improvements to control traffic and ensure public safety. The Firm shall manage all aspects of the project up through construction contract administration and observation for this project.

Issuing Officer / Contact

Questions and requests for clarification regarding this RFQ must be submitted to:

Drew Hinkle, Assistant County Manager
PO Box 220
Yadkinville, NC 27055
Phone: (336) 849-7515
Email: sahinkle@yadkincountync.gov

General Comments

Engineering Firms interested in responding to the RFQ shall submit a **Letter of Intent** to the Issuing Officer/Contact no later than 3:00 pm on **Friday October 2nd 2020**.

The County reserves the right to approve all personnel working on this project. Key personnel may not be removed, reassigned or replaced without prior approval from the County.

Yadkin County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

Yadkin County will not be responsible for the failure of any delivery service to deliver a proposal response prior to the due date and time. It is solely the Respondents' 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), and 3) the response is free of errors and complies with the request.

The County reserves the right to reject any and all RFQ submittals or any portions thereof, and to select the RFQ which in its opinion is in the best interest of the County.

Price and hourly rates shall be sealed in a separate envelope which will be opened after the most qualified firms is selected. Price and contract negotiations will begin once the Engineering firm(s) selection has been made.

Scope of Services

- Please see attached Statement of Work.

Amendment to the RFQ

If it becomes necessary to revise any part of this RFQ, addenda will be issued to all **professionals who have submitted a letter of intent to propose**. The proposal must acknowledge all addenda. Additionally, only submitted written questions may be addressed in Addenda; verbal questions and responses are not official and in no way

change the requirements of this RFQ. The RFQ may be amended or withdrawn at any time by Yadkin County.

Proposal Requirements

- Corporate background, experience and statement of qualifications
- Project staffing and organization including key principal and associate staff; identification of any associate firms and their key principal and associate staff and their responsibilities
- Identification of Team Project Manager
- Project Team organizational chart
- Detailed resumes of the project team members and relevant project experience
- Minimum five (5) client references from similar projects within the last 5-6 years including telephone number and email contact information
- Evidence of understanding the Scope of Work
- Describe the anticipated project approach including work plan, proposed meetings, schedule, scope of work and approach to project budget control including if a third-party cost control consultant will be utilized
- Describe your firm's ability to meet the required timeline for the entire scope of work and all deliverables including a proposed timeline for completion.
- Three hard copies of the RFQ shall be submitted by the submission deadline to 217 East Willow Street; Yadkinville, NC 27055.

Important Dates

- Letter of Intent to propose submitted to the County Friday, October 2nd 2020 at 3:00pm
- RFQ submission deadline to the Issuing Officer Friday, October 30th 2020 at 3:00 pm.

Selection Criteria

Yadkin County will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable projects, references and such other as Yadkin County may use in its sole discretion.

- Specialized, appropriate expertise for the type of project
- Organizational chart and project team expertise
- Proposed design approach and innovative design solutions for projects of these types
- Project quality control plan including recent experience with cost control.
- Current workload of the firm's personnel
- Record of successfully completed projects without major legal or technical problems.
- Record of completed projects that include working with appropriate state regulatory agencies.

Yadkin County Landfill Scale and Solid Waste Facility Site Improvement: Statement of Work

I. Project

Design services for landfill scale replacement and site improvements at the Yadkin County Solid Waste Facility, 1149 Landfill Rd, Yadkinville NC27055.

II. Site Description

The County provides several combined solid waste disposal areas at the Yadkin County Solid Waste Facility including the Transfer Station, Solid Waste Disposal Bins, Recycling Disposal, Oil Disposal, Metal Recycling, White Goods Disposal, Tire Recycling, Electronics Recycling and Yard Waste Area. All solid waste traffic enters through the Landfill Road Entrance, and must proceed to either the scale house, or onto other areas of the facility. One existing scale weighs each vehicle transporting chargeable waste. Vehicles then proceed to the appropriate area or transfer station for disposal of the waste and return to the scale to weigh out. The former landfill is closed, capped and located on the property. The overall layout of the Yadkin County Solid Waste Facility is found in Figure 1.

The major goals of this project are to expand or construct a safer entrance from Landfill Road, improve site traffic flow, improve access for household trash, install a concrete pad for metal recycling and white goods recycling, construction of a new scale and scale house, and improve disposal sites within the facility. Any proposed scale must provide efficient operation with monitoring from a scale house with the option of installing a second scale now or in the future. Scale operations must continue as uninterrupted as possible during construction.

III. General Task Requirements

In general, the following items should be addressed by the consulting firm:

- 1) Manage all aspects of the project design up to the award of the construction contract for the project. This includes, but is not limited to, managing all aspects of the project, including the work of all sub-consultants and project coordination with all affected agencies. The Firm's Project Manager must ensure the timely and cost-effective delivery of the project design, as well as provide oversight and review of the complete project. The Firm's Project Manager will be responsible for the overall review and coordination of the contract documents in order to ensure preparation of plans that are detailed, thorough, and accurate and meet all the requirements of Yadkin County, North Carolina Department of Environmental Quality, North Carolina Department of Agriculture and any other agency with oversight responsibilities.
- 2) Prepare documentation and paperwork, inspection and register scale with The North Carolina Department of Agriculture Weights and Measures Program, be National Type Evaluation Program (NTEP) approved, provide valid Certificate of Conformance (COC).
- 3) Study the project goals in detail to gain familiarity with the proposed improvements, proposed location(s), and other relevant details. Hold a kick-off meeting with County staff to review the study and confirm the project's objectives. Prepare up to three conceptual designs to meet the identified

Yadkin County Statement of Work

project goals. Present the concepts to County staff for review and final selection.

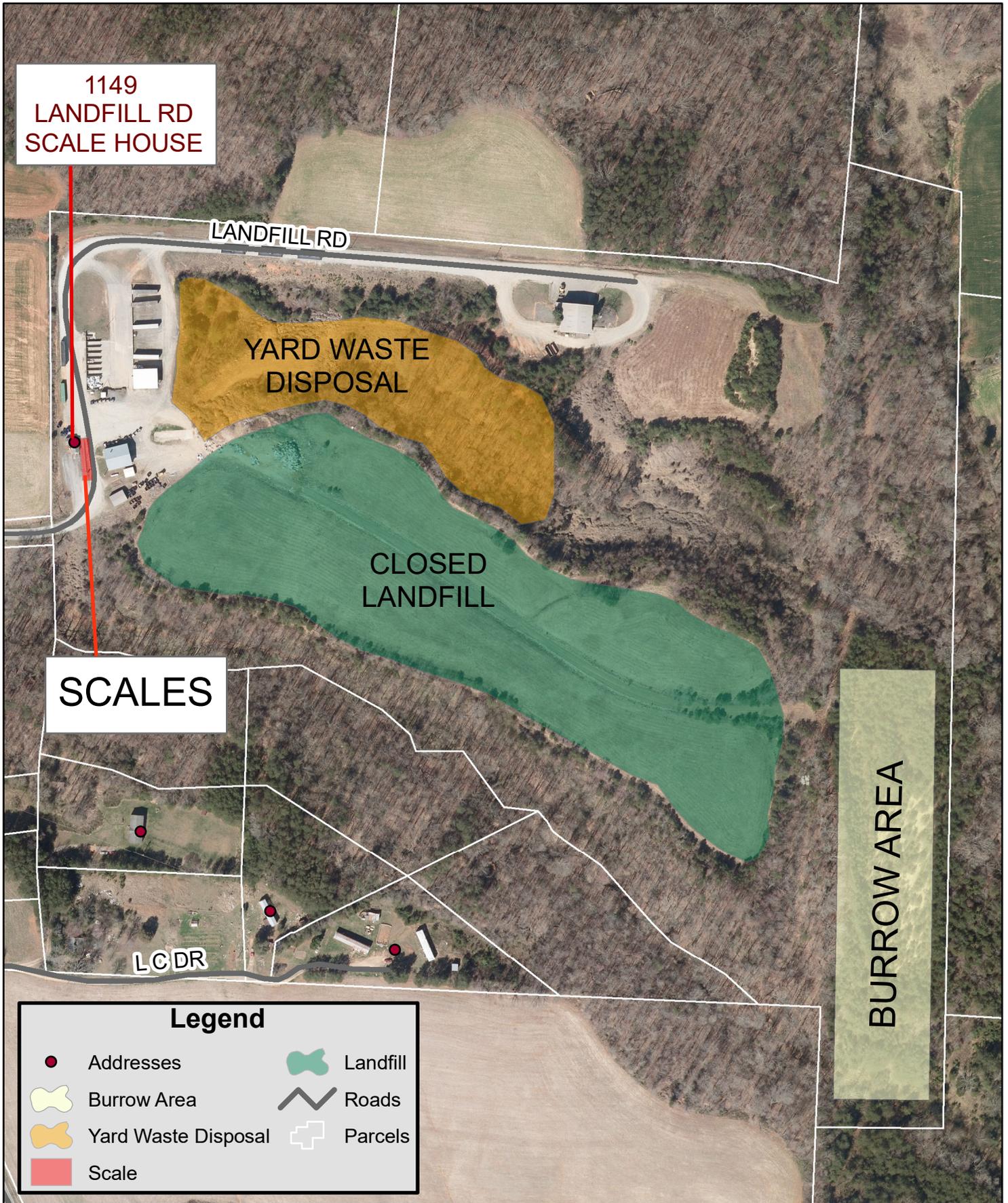
- 4) Gather and review information pertaining to existing public and private utilities:
 - Determine the precise location, both horizontally and vertically, of all existing utilities.
 - Obtain record drawings from the private utility companies where any might be impacted by proposed construction.
 - Coordinate all aspects of the proposed work with the private utility companies.
- 5) Perform a complete geotechnical evaluation and analysis to determine the properties of the existing soils throughout the construction influence area for the purposes of evaluating support soils for the scale or driveway expansion.
- 6) Utilizing selected design concept, create final engineering design and construction plans for all project elements. Project elements include, but are not limited to, the following; the weighing station layout, scale selection; gate and security improvements; storm water improvements; communications infrastructure; and all related components necessary to construct this project. Prepare all permit applications necessary to construct this project. Prepare detailed cost estimate(s) for all improvements at the 30%, 60% and 100% stages of design.
- 7) Prepare visual aids and attend public meetings to coordinate the design of the project if required.
- 8) Submit plans for Site Plan Approval by Yadkin County Central Permitting, North Carolina Department of Environmental Quality and any other agency as required. All design documents shall meet the requirements for submission.
- 9) Prepare complete, detailed, and accurate construction plans and specifications meeting the requirements of Yadkin County.
- 10) Prepare all plans necessary to meet pertinent Yadkin County requirements. For example, Soil Erosion, Building Codes.
- 11) Coordinate all elements of the design with all affected parties, including, but not limited to Yadkin County Central Permitting, North Carolina Department of Environmental Quality, North Carolina Department of Transportation, private utility companies and any other agency as required.
- 12) Schedule and chair design progress meetings to be held on a monthly basis. This is to include and design a kick-off meeting in which all affected parties to the design will be contacted and invited to attend. Prepare and distribute meeting minutes for all progress and coordination meetings.
- 13) Prepare complete contract documents including plans, specifications, bid forms, etc. to allow the project to be bid either as one project, or as multiple projects, depending on available funding and constructability related issues.
- 14) Shall provide the following project tasks as required throughout the course of the design process as needed to meet all relevant project milestones and/or dates:
 - Complete construction plans and specifications. Provide 30%, 60%, 90% plans to Yadkin County

Yadkin County Statement of Work

and all affected agencies for their review and comment.

- Provide 100% complete plans, specifications, cost estimates and construction timelines for budgeting purposes to assist Yadkin County in advertising and bidding the project.
- Site Plan approval documents.
- All completed permit applications necessary to construct this project per Task 6 above.
- Provide Yadkin County with one portable flash drive containing all Project documents and other project related files upon completion of the project's design.

YADKIN COUNTY LANDFILL PROPERTY



1149
LANDFILL RD
SCALE HOUSE

LANDFILL RD

YARD WASTE
DISPOSAL

CLOSED
LANDFILL

SCALES

LCDR

BURROW AREA

Legend

 Addresses	 Landfill
 Burrow Area	 Roads
 Yard Waste Disposal	 Parcels
 Scale	

