



# **Request for Qualifications (#25-016)**

## **Solid Waste General Operation and Management Consulting Services and Solid Waste Engineering Services**



**Wake County Environmental Services, Solid Waste Division  
and  
Wake County Facilities Design and Construction Department**

**January 24, 2025**

## **I. INTRODUCTION**

The Wake County Environmental Services Department, Solid Waste Management Division ("Division"), and Facilities Design and Construction Department ("FDC"), are seeking statements of qualifications from firms capable of providing both or one of the following two services:

- a) General operation and management, and/or
- b) Engineering services

in accordance with the North Carolina Solid Waste Management rules, permit requirements, and client needs.

## **II. BACKGROUND**

The Wake County Solid Waste Management Division ("Division") operates a comprehensive solid waste management system. The core components include a Subtitle D compliant municipal solid waste landfill, transfer station, convenience centers ("CC"), multi material recycling facilities ("MMRF"), household hazardous waste ("HHW") collection facilities, closed municipal solid waste landfills, closed construction, and demolition landfills, as well as recycling programs and educational programs.

This infrastructure is constantly being maintained and upgraded, through consultants with thorough knowledge of solid waste facilities in general and Wake County's facilities. Wake County Facilities Design & Construction Department ("FDC") manages the planning, design and construction of capital improvement projects (both new and renovation) for the County, and for the Solid Waste Division.

## **III. INFORMATION**

The purpose of this Request for Qualifications ("RFQ") is to qualify multiple firms to provide solid waste management consulting and environmental monitoring, and engineering services to the Division and FDC in the planning and administration of the solid waste management program. "It is anticipated that the Division will enter into contracts with firms for a five (5) year period, with the option for up to two (2) one-year extensions for the General Operation & Management Services. Additionally, FDC will enter into contracts with firms for a five (5) year period, with individual tasks assigned and negotiated on an 'as needed and as requested' basis throughout the term of the contract, for the Engineering Services."

Two general categories of services are identified as follows:

- a) General Operations and Management:
  - i) Solid waste management consulting services
  - ii) Environmental monitoring and reporting services
- b) Solid waste Engineering services

Firms can respond to either or both categories.

Furthermore, specific tasks within those categories may be identified by the Division for services to be provided by the firms. To be deemed qualified and to contract with the Division and FDC, the firm needs to demonstrate qualifications in the categories and specific tasks (see listing in IV. Scope of Work), the firm is responding to. However, qualifications in all categories or all tasks in a category are not required.

#### **IV. SCOPE OF WORK**

The Division and FDC are seeking the services of qualified firms or individuals with extensive knowledge and background in the solid waste management field. Two general categories of services are identified below, the services for each category could potentially include but are not limited to:

**a) *General Operations and Management:***

**i) Solid Waste Management Consulting**

- Comprehensive solid waste management consulting
- Local, State and Federal regulatory compliance and management
- Program planning and evaluation
- Program management and assistance
- Public meetings and presentations
- Information/communications services
- Budgetary, financial and enterprise fund planning, management, and administration
- Waste characterization studies

**ii) 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
- Landfill gas system maintenance and repairs
- Hydro geological assessments
- Regulatory reporting and correspondence
- Public meetings and presentations
- Permit compliance consulting

**b) *Solid Waste Engineering***

- Comprehensive solid waste management engineering services
- Professional engineering designs, design and construction drawings and specifications, permitting and approvals as required
- Bid and award assistance and recommendations
- General construction administration and closeout services
- Construction quality assurance and inspection
- 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

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

The following guidelines must be followed in the preparation and submittal of the applicants' 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

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 (30) sheets. Front and back covers, Table of Contents and Tab pages are excluded from totals. Please provide two primary points of contact including email addresses.

#### **Organize the Submittal Response as follows:**

1. **Letter of Interest.** Firm, subconsultants and primary contact personnel introduction. Indicate whether you are responding to both or one of the categories listed on section IV. Scope of Work.
2. **Table of Contents**
3. **Qualifications:** Overall firm information including firm's history/background, services provided by the firm, years of service, number of employees, number of locations, certifications, professional memberships, familiarity with Wake County and North Carolina solid waste management consulting and engineering; and other relevant information which the consultant believes to be of importance.
4. **Resumes and Description of Responsibilities of Key Personnel:** Provide detailed information on the staff's experience in the solid waste management field and knowledge of the industry, including certifications, licenses, most relevant project experience, years of experience and current workload.
5. **Specific Category Qualifications:** Qualified applicants must have experience 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 field(s).

Consultants may respond to either or both categories below (5.1 and/or 5.2), with a separate tab for each category.

#### ***5.1. General Operation and Management***

- 5.1.1. Experience: Applicants must provide a list of maximum five (5) projects within the last five (5) years that demonstrate the applicants' skills and capabilities in this category of services, including experience with other local government agencies. Provide a summary for projects in which the consultant was responsible. Each project summary shall include:
  - Description of facility and location
  - Description of services provided
  - Degree of involvement (prime consultant or sub-consultant)

- Sub-consultants used and their responsibilities
- Principal, staff and sub-consultant staff involved and assigned responsibilities

5.1.2. References: Applicants must provide a list of references for projects listed above. Please provide client contact name, email and phone number. Consultant shall verify the accuracy of the contact information being provided.

5.1.3. Project Management: Applicants must provide a proposed organizational chart for services to be provided for this category. Include a description of the type of involvement that individuals on the org chart will perform for the County. Indicate the percentage of self-performed work your firm will contribute when providing services to the County. In addition, include a narrative of your understanding for this category and your firm's approach.

## *5.2. Solid Waste Management Engineering*

5.2.1. Experience: Applicants must provide a list of maximum five (5) projects within the last five (5) years that demonstrate the applicants' skills and capabilities in this category of services, including experience with other local government agencies. Provide a summary for projects in which the consultant was responsible. Each project summary shall include:

- Description of facility and location
- Description of services provided (Design, Construction Administration, Quality Assurance, etc)
- Degree of involvement (prime consultant or sub-consultant)
- Sub-consultants used and their responsibilities
- Principal, staff and sub-consultant staff involved and assigned responsibilities

5.2.2. References: Applicants must provide a list of references for projects listed above. Please provide client contact name, email and phone number. Consultant shall verify the accuracy of the contact information being provided.

5.2.3. Project Management: Applicants must provide a proposed organizational chart for services to be provided for this category. Include a description of the type of involvement that individuals on the org chart will perform for the County. Indicate the percentage of self-performed work your firm will contribute when providing services to the County. In addition, provide a narrative of your understanding for this category and your firm's approach.

## **VI. PROPOSAL SUBMITTAL**

Applicants will submit five (5) copies of qualifications with one (1) electronic copy on Flash Drive to:

To: County of Wake,  
Facilities Design & Construction  
Attention: Paulo López, Facilities Project Manager  
Email: [paulo.lopez@wake.gov](mailto:paulo.lopez@wake.gov)  
Phone: (919) 856-6351

Mailing Address:  
PO Box 550  
Raleigh, NC 27602

Delivery Address:  
336 Fayetteville St; Suite 1100  
Raleigh, NC 27601

Proposal responses must be received before 3:00 PM on February 21, 2025. Late responses, regardless of delivery means, will not be accepted.

## **VII. SELECTION PROCESS**

The Wake County Board of Commissioners has established a policy to be followed in selecting consultants. This policy is designed to ensure that consultants are selected in a fair and uniform manner, that 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 Wake County. The consultant selection process will involve three stages:

### ***a) Stage One: Qualifications***

The Wake 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. A notice 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 services. The RFQ will be posted on the Wake County website under "Purchasing". Upon receipt of the packages from respondents, the 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***

Separate interview sessions will be scheduled with the "short-listed" firms to permit Selection Committee members to further evaluate each firm's qualifications. Interview dates with a location will be provided to the firms. Following the interviews, the Selection Committee will forward their written recommendations for approval.

### ***c) Stage Three: Final Selection***

Following the Selection Committee's selection, the Division and FDC will commence discussions with specific firms to initiate contract negotiations. In the event negotiations prove unsuccessful with the selected firm, the Selection Committee could select the next highest rated firm with which to begin negotiations.

## **VIII. EVALUATION CRITERIA**

Applicants' responses will be evaluated independently for each category submitted, do not submit two responses, follow the submittal format indicated in Section V. Selection committee will select a group of firms for each category, a firm that responded to both categories, could be shortlisted in both or just in one of the selected groups. Responses will be scored by adding the total number of points obtained in the General evaluation plus the number of points obtained in the specific category being evaluated,

(Either General Evaluation + General Operation and Management; or General Evaluation + Solid Waste Management Engineering).

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

**General Evaluation:**

- 1) Firms' appropriate qualifications and expertise in solid waste management consulting, engineering, and/or environmental monitoring and reporting.
- 2) Key professional staff qualifications and expertise in solid waste management consulting, engineering, and/or environmental monitoring and reporting.
- 3) Compliance with proposal format requirements. Quality/Completeness of the Response to RFQ.
- 4) Firm and staff familiarity with Wake County and other North Carolina clients.
- 5) Other factors as determined by the committee to be appropriate for the selection process (Interview, self-performed work, etc.).

**Specific Category Evaluation:**

- 6) Firm's specific experience on the category under evaluation.
- 7) Firm's references evaluation
- 8) Adequate staffing capability and current workload of the proposed consultant team
- 9) Understanding and approach to the category's scope of work under evaluation.

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

**IX. TIMELINE**

The key activities and milestone dates for the selection process of the Firms are listed below, but are subject to change as conditions warrant:

<b><u>Activity</u></b>	<b><u>Milestone Date</u></b>
RFQ Published and Distributed	January 24, 2025
Deadline for Respondent Questions	February 7, 2025
<b>Proposal Submission Deadline</b>	<b>February 21, 2025</b>
Selection Committee meeting to determine short list	March 10, 2025*
<b>Selection Committee presentation/interviews sessions</b>	<b>March 19 and 20, 2025*</b>
Firm Selection	March 28, 2025*
Board Approval of Recommended Firms	April 21, 2025*

\*Dates are subject to change



## **X. GENERAL COMMENTS**

- a) 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.
- b) Proposals will be received by Wake County Government at the time and place noted on this document. At that point, Wake 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 required by the evaluation process, until the contracts are awarded.
- c) Any cost incurred by respondents in preparing or submitting a response to this RFQ shall be the respondents' sole responsibility.
- d) All responses, inquiries or correspondence relating to this RFQ will become the property of Wake County when received (subject to: Section XV Confidentiality).
- e) Wake County has sole discretion and reserves the right to reject any or all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.
- f) By submission of a response, the Consultant 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 Wake County. Consultant 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.
- g) The advertisement for this RFQ may be viewed on Wake County Finance's website using the link below. If a question of general concern is asked by any firm, an addendum will be issued to include a copy of all written response.  
  
<https://www.wake.gov/departments-government/finance/current-business-opportunities>
- h) Consultant shall acknowledge within their cover letter the receipt of all Addendums. Wake County reserves the right to approve all personnel working on Wake County projects. Key professional staff may not be removed, reassigned, or replaced without prior approval from Wake County.



- i) Selected firms for the General Operations and Management Services will enter into a contract agreement with Wake County Environmental Services Department, Solid Waste Management Division. Selected firm for the Solid Waste Management Engineering Services will enter into a contract agreement with Wake County Facilities Design and Construction Department.

Below is a list of reference documents.

- The Division standard "Wake County Service Agreement Over \$50,000"
  - FDC standard "Wake County Professional Services Agreement"
- j) Respondents are requested to refrain from contact with the Selection Committee members. Any questions regarding the RFQ should be directed to Paulo López at the Wake County Facilities Design & Construction Office at the below listed address. If a question of general concern is asked by any firm with regards to this RFQ a copy of the written response will be sent to all firms.

Paulo López, Project Manager  
Wake County Facilities Design & Construction  
Wake County Office Building, 11th Floor  
P.O. Box 550  
Raleigh, NC 27602  
T (919) 856-6351  
E [paulo.lopez@wake.gov](mailto:paulo.lopez@wake.gov)

## **XI. CONFIDENTIALITY OF DOCUMENTS**

In general, documents that are submitted as part of the response to this RFQ will become public records and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the consulting firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret," the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

If the County determines that a document that the consulting firm designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the County will provide notice of that determination to the contact person designated by the Consultant, in any reasonable manner that the County can provide such notice, at least five business days prior to its public disclosure of the document. If the Consultant does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Consultant does not initiate judicial proceedings to protect the confidentiality of the document, the County will not have any obligation to withhold the document from public disclosure.

By submitting to the County a document that the Consultant designates as "confidential" or "trade secret", the design Team agrees that in the event a third party brings any action against the County or any of its officials or employees to obtain disclosure of the document the Consultant will indemnify

and hold harmless the County and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Consultant also agrees that at the County's request the Design Team will intervene in any such action and assume all responsibility for defending against it, and that the Consultant's failure to do so will relieve the County of all further obligations to protect the confidentiality of the document.

## **XII. NOTICE OF WAKE COUNTY - ELECTRONIC CONTRACTING PROCESSES**

All Wake County contracts are now executed and processed electronically. The successful consulting firms must register as a Wake County vendor to start the electronic contract process. The County will contact the consulting firm and offer instructions on how to register as a vendor or update their existing vendor registration info if needed, including updating their Certificate of Insurances. Contracts will then be transmitted via DocuSign for signing, attesting, and execution.

**END OF DOCUMENT**