



County of Orange
Financial Services Department - Purchasing Division
NOTICE OF RFQ RELEASE

General Engineering and Environmental Management Services
RFQ 5225

CHAPEL HILL, NORTH CAROLINA

Orange County North Carolina is seeking proposals for its Solid Waste Management Department (Department) for multi-disciplined general engineering/solid waste services to be available to support the ongoing and recurring need for engineering and environmental consulting services to perform tasks beyond the capacity of the Department.

Proposals must be received **by Orange County Purchasing, PO Box 8181, 200 S Cameron Street, no later than 4:00 PM, EST, Wednesday December 7, 2016.**

Copies of the proposal are available on the County's website at www.co.orange.nc.us/purchasing under "Current Bids". No hard copies will be distributed except upon specific request.

Orange County reserves the right to reject any or all proposals.

REQUEST FOR QUALIFICATIONS #
ENGINEERING AND ENVIRONMENTAL SERVICES
THE COUNTY OF ORANGE, NORTH CAROLINA

Orange County's Solid Waste Management Department (Department) is soliciting multi-disciplined general engineering/solid waste services to be available to support the ongoing and recurring need for engineering and environmental consulting services to perform tasks beyond the capacity of the Department.

INTRODUCTION

The Department consists of recycling, sanitation and landfill functions. The recycling function includes recyclable materials collection, processing and marketing, and is provided through both in-house and contract services. Orange County is one of the leading state entities with regard to waste reduction success and is currently in the process of evaluating its solid waste goal with having exceeded its goal of 61 percent waste reduction.

The landfill function includes oversight and maintenance of two closed MSW landfills, one of which was closed in 2013, oversight and maintenance of a closed construction and demolition landfill and operation of a construction and demolition (C&D) landfill. The County currently transfers waste out of county utilizing a non-County owned and operated transfer station. Additional landfill related functions include operation of scrap metal and white goods recycling, scrap tire recycling, cardboard recycling and yard waste/clean wood/storm debris recycling/mulching. Landfill staff also sells mulch and compost to the public. Methane is presently recovered by the University of North Carolina for conversion to electricity.

The sanitation function operates and maintains the County's Waste and Recycling Centers. All five of the County's staffed Waste and Recycling Centers have been studied for updating the site layout and services rendered. One center was updated and reopened in May 2013. Another is scheduled for updating in the very near future. The three remaining sites will need to be designed, permitted and constructed over the next five years.

PROJECTS

Typical projects/functions will include, but not be limited to:

- Preparation of presentation material for public meeting including AutoCAD drawings, poster boards, renderings, etc.
- Attendance at meetings
- Preparing design and bid documents for department projects
- Assistance in preparing scope of work requests for proposals
- Assistance with review of bid documents and proposals
- Preparing drawings, calculations, evaluations, estimates, assessments, etc.
- Annual landfill gas reporting and collection system assessment
- Annual financial assurance estimating
- Annual capacity assessment
- Groundwater Management/Monitoring
 - Collecting field samples
 - Laboratory services
 - Assessment of analytical results
 - Reporting to the State
 - Remediation
- Examples of the possible types of projects that may be included:
 - Design of recycling/solid waste convenience centers/drop-off sites

- Facility permit amendments
- Transfer Station preliminary site assessment and feasibility/needs assessment
Permitting of land clearing debris processing and treatment facilities/compost facilities
- Interpretation of rules/legislation
 - Evaluation of sites for Transfer Station, material recovery facility and/or other waste management facility
- Design and permitting of Transfer Station
- Construction & Demolition Landfill Phase II design and permitting

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

- Landfill Gas Management and Recovery
- Composting & Organics Management
- Landfill Redevelopment
- Master Planning and Permitting
- Geotechnical Engineering
- Facilities Planning and Design
- Gas Remediation
- Quality Assurance/Quality Control
- Materials Handling and Recovery
- Regulatory Compliance
- Site Assessment
- Waste Stream Analysis and Minimization
- Rate Studies
- Risk Assessment
- Cost Estimating
- Alternative/Emerging Technologies Assessment
- Solid Waste Strategic Planning
- Construction and Demolition debris recycling
- Waste and Recyclables Collection

Note: It is not required that a firm be experienced/capable in all of the above areas of expertise, however, the successful firm may need access to this expertise through sub-contracting or other arrangements as approved by County.

SUBMISSION REQUIREMENTS

PROPOSAL FORMAT

Orange County has achieved one of the highest verifiable waste reduction rates in the State of North Carolina as calculated by the NC Waste Management Division. The 2014-2015 reduction rate exceeds the County's 61% reduction goal by 4%. In keeping with our efforts to reduce waste at its source, we are asking that respondents provide double-sided submission copies on recycled content paper, to the extent practicable.

Each respondent is requested to submit two hard copies of your proposal **and** three (3) copies on **CD's** containing the complete RFP in Adobe Acrobat format by the **submittal deadline at 4:00 pm (EST), Wednesday, December 7, 2016**. Most of the selection team members will conduct their individual reviews from the material provided on the CD, so please ensure that they are readable before they are sent and that your firm's name appears on the face of the CD.

Engineers should submit qualifications that include the following:

- General information of the firm, available resources, subcontractors and range of services.
- Experience of the firm with similar “as needed” engineering contracts. Include references.
- A listing of any past or ongoing litigation as the result of errors or omissions by the firm or key personnel over the last 5 years. Please provide a description of the incident that caused the litigation and the outcome.
- Qualifications of the proposed Project Manager(s) and other key personnel that would most likely be assigned.
- Geographic location of the firm (or office carrying out the work) relative to Orange County
- Copy of current rate sheet

INSURANCE

The successful respondent will be required to show proof of professional liability insurance that will cover the length of this project. Respondents will also cite in their response any and all claims that have been filed against the professional liability insurance carried by the respondent within the last five years.

EVALUATION

Evaluation criteria will include, but not necessarily be limited to the following:

- Overall qualifications and experience of the firm and any subcontractors.
- Qualifications of individuals assigned to a project
- Information supplied by references
- Demonstrated response capability to complete work tasks on time and within budget
- Interviews (if applicable)

County staff will evaluate all proposals and may or may not require a presentation by qualified firms. Depending on the response pool, the Staff may choose to select the top two ranked firms to negotiate an agreement with. If negotiations prove unsuccessful with either or both, the County will proceed to the subsequently ranked firm(s) to negotiate an agreement. Orange County reserves the right to award to more than one firm. Orange County recognizes not all firms will meet all disciplines.

Contract shall be awarded for a period of five(5) years with an option to extend the contract for two (2) additional three-year periods.

QUESTIONS

Questions or comments regarding this Request should be directed to David Cannell, Purchasing Agent, 200 S Cameron Street, PO Box 8181, Hillsborough, NC 27278, 919-245-2651, dcannell@orangecountync.gov or Gordon Dively, Solid Waste Operations Manager 919-968-2885, gdively@orangecountync.gov. Questions are to be submitted in writing (e-mail preferred) directly to the Purchasing Director. Please use the name of the project “General Engineering Services” in the subject line of your e-mail.

Material clarifications and any modifications will be addressed by addendum to this RFQ. All requests for clarifications must be received by November 28, 2016.

Please note that Orange County reserves the right to accept or reject any and all proposals.

General Requirements

1. **Living Wage.** Orange County is committed to providing its employees with a living wage and encourages agencies it funds to pursue the same goal. A copy of Orange County's Living Wage Contractor Policy is included with this addendum
2. HB786 imposes E-Verify requirements on contractors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts "unless the contractor and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes." (Article 2 of Chapter 64 establishes North Carolina's E-Verify requirements for private employers). It is important to note that the verification requirement applies to subcontractors as well as contractors. The new laws specifically prohibit governmental units from entering into contracts with contractors who have not (or their subs have not) complied with E-Verify requirements. Complete the attached affidavit, and include it with your submittal.
3. Please complete the attached Iran Divestment Act Certification Requirements And Include With Your Submittal

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 201_.

Signature of Affiant
Print or Type Name: _____

State of North Carolina Orange County

Signed and sworn to (or affirmed) before me, this the ____ day of _____, 2014.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: _____

As of the date listed below, the contractor, vendor or bidder listed above, and all subcontractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

Section I:	General Government and Administration
Policy 10.0:	Living Wage Contractor Policy
Reviewed by:	County Attorney/County Manager
Approved by:	County Manager
Original Effective Date:	April 21, 2016
Revisions:	

Policy Statement

It is the policy of Orange County to ensure its employees, and all individuals who provide services for Orange County, are paid a living wage.

Purpose

To encourage all vendors and contractors to pay a living wage to all employees who perform work pursuant to a contract with Orange County.

Applicability

Applies to all Orange County contracts and purchases.

Policy

10.1 Living Wage

10.1.1 Orange County is committed to providing its employees with a living wage and encourages all contractors and vendors doing business with Orange County to pursue the same goal. Orange County's living wage is \$13.16 per hour. To the extent possible, Orange County recommends that contractors and vendors seeking to do business with Orange County provide a living wage to their employees.

10.1.2 Prior to final execution of a contract with Orange County all contractors and vendors seeking to do business with Orange County shall submit to the County's representative a statement indicating whether those employees who will perform work on the Orange County contract are paid at least the living wage amount set out above. If such employees do not make at least the living wage amount set out above the contractor or vendor shall indicate in the statement the actual amount paid to such employees. For bid projects this statement should be submitted as part of the bid packet.

This policy may be reviewed annually and updated as needed by the Manager's Office