



Finance and Administrative Services Department –
Purchasing Division

RFQ No 367-OC5365

GENERAL ENGINEERING AND ENVIRONMENTAL

SERVICES THE COUNTY OF ORANGE, 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.

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 developing a solid waste master plan with a goal of zero waste by 2045.

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 Division operates and maintains the County's Waste and Recycling Centers. All five of the County's staffed Waste and Recycling Centers three of which have been updated. The two remaining sites will need to be addressed over the next three years.

PROJECTS

Typical projects/functions will include:

- 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.
- 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 and/or material recovery 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
- Groundwater Management
- Master Planning and Permitting
- Geotechnical Engineering
- Facilities Planning and Design
- Gas and Groundwater Remediation
- Quality Assurance/Quality Control
- Materials Handling and Recovery
- Regulatory Compliance
- Site Assessment
- Transfer Station Design and Construction
- Waste Stream Analysis and Minimization
- Rate Studies
- Risk Assessment
- Cost Estimating
- Laboratory Analysis
- 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.

SUBMITTING RESPONSE:

IMPORTANT NOTE: This is an absolute requirement. Firms shall bear the risk for late submission due to unintended or unanticipated delay. Any proposal submitted after the proposal deadline will be rejected. ***Electronic Responses only will be accepted for this solicitation.***

Firms should enter “**RFQ#: 367-OC5365: General Engineering and Environmental Services, Company’s name**”: as the subject for the email. **Electronic (PDF Format) submittals** should be less than 15MB in size and submitted by 3:00 p.m. EST on **August 22, 2022**. PDF files should include bookmarks that link to sections to allow easy document navigation. Electronic submittals shall be emailed to Jovana Amaro, Purchasing Agent, jamaro@orangecountync.gov by the date specified above.

Critical updated information may be included in Addenda to this RFQ. It is important that all Firms proposing on this RFQ periodically check Orange County’s website for any Addenda that may be issued prior to the RFQ deadline. All Firms shall be deemed to have read and understood all information in this RFQ and all Addenda thereto.

RFQ Schedule:

The table below shows the *intended* schedule for the RFQ. Orange County will make every effort to adhere to this schedule

Event	Responsibility	Date and Time
Issue RFQ	Orange County	July 22, 2022
Submit Written Questions	Firm	August 5, 2022
Provide Response to Questions	Orange County	August 12, 2022
Submit Proposals	Firm	August 22, 2022
Presentation (Finalists)	Firm	TBD
Contract Effective Date	Orange County	TBD

Proposal Questions:

Upon review of the RFQ documents, firms may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Proposal Questions process, firms shall submit any such questions by the above due date.

Written questions shall be emailed to jamaro@orangecountync.gov copying cyoung@orangecountync.gov by the date specified above. Firms should enter “**RFQ No 367-OC5365: Questions**” as the subject for the email. Questions submittals should include a reference to the applicable RFQ section. Answers to these questions and any additional terms deemed necessary by Orange County will be posted in the form of an addendum to the Orange County Website <http://www.orangecountync.gov/Bids.aspx>, and shall become an addendum to this RFQ. No information, instruction or advice provided orally or informally by any Orange County personnel, whether made in response to a question or otherwise in connection with this RFQ shall be

considered authoritative or binding. Firms shall rely only on written material contained in an Addendum to this RFQ.

SUBMITTAL RESPONSE REQUIREMENTS:

Engineers should submit qualifications that include the following:

- General information of the firm, project manager name, email, available resources, subcontractors and range of services.
- Experience of the firm with similar “as needed” engineering contracts. Include three (3) references.
- 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
- Acknowledgement of any addendums posted by Orange County (if necessary)
- **Living Wage:** Orange County is committed to providing its employees with a living wage and encourages agencies it funds to pursue the same goal. Acknowledgement of receipt of Orange County’s Living Wage Contractor Policy.
- **E-Verify:** HB789 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 65 of the General Statutes.” (Article 2 of Chapter 65 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.
- Orange County Non-discrimination Certification Form.
- Supplemental Vendor Information: HUB Form

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

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.

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

Addendum Acknowledgement Form

Firms must acknowledge receipt of addendums posted by Orange County before the RFQ deadline. Please initial for Addendums received.

Addendum No 1 _____

Addendum No 2 _____

Addendum No 3 _____

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:	August 1, 2016

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 as reflected in the adopted Orange County Budget and as that budget document is amended from time to time. 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

Acknowledged Receipt by: _____

Company Name: _____

Date: _____

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 _____, 20__.

Signature of Affiant
Print or Type Name: _____

State of North Carolina, _____ County

Signed and sworn to (or affirmed) before me, this the ____ day of _____, 20__.

My Commission Expires:

Notary Public

||
||
(Affix Official/Notarial Seal)

Chapter 12 Civil Rights.

Sections 12-23 – 12-49 Reserved.

AN ORDINANCE PROHIBITING DISCRIMINATION THROUGHOUT ORANGE COUNTY

Sec. 12-50. - Title.

This Ordinance shall be known and may be cited as the Orange County Non-Discrimination Ordinance.

Sec. 12-51. – Policy and Severability.

- (a) It is the policy of Orange County not to enter into a contract with any business, company, or firm that has discriminated in the solicitation, selection, hiring or treatment of vendors, suppliers, subcontractors or commercial customers against a Protected Class, or on the basis of any otherwise unlawful use of individual or personal characteristics regarding such vendor's, suppliers, commercial customers, employees, or owners in connection with a county contract or solicitation; provided that nothing in this non-discrimination policy shall prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that has occurred or is occurring in the marketplace.
1. It is the policy of Orange County that every Orange County created contract and subcontract for goods or services shall contain a non-discrimination clause that prohibits discrimination as that term is defined herein.
- (b) It is further the policy of Orange County that discrimination has no place in Orange County, North Carolina and it is the intent of this ordinance to provide uniform legal protection to individuals in all Protected Classes, making it unlawful for any person to discriminate in housing, public accommodations, and transportation.
- (c) Should any provision of this Ordinance be found to be unconstitutional by a court of law such provision shall be severed from the remainder of the Ordinance and such action shall not affect the enforceability of the remaining provisions of the Ordinance.

Sec. 12-52. - Definitions.

- (a) *Discrimination* means any disadvantage, difference, or distinction in the solicitation, selection, hiring, service to, or treatment of a vendor, supplier, subcontractor, or customer on the basis of Protected Class status or on the basis of any otherwise unlawful use of personal or individual characteristics.
- (b) *Housing* and *public accommodations* have the same common meaning as those terms are defined in the Orange County Civil Rights Ordinance.
- (c) *Person* means any individual, business, or company, regardless of organizational structure, providing for profit goods, facilities, services, accommodations, transportation, or access to the general public.
- (d) *Protected Class* means age (as defined in the Orange County Civil Rights Ordinance), race, ethnicity, color, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, marital status, familial status, source of income, disability, political affiliation, veteran status, disabled veteran status.
- (e) *Public Accommodation* has the same meaning as that term is defined in the Orange County Civil Rights Ordinance except that for purposes of this Ordinance Public Accommodation includes:
1. Transportation companies and transportation providers operating company-owned or privately-

owned vehicles providing transportation to the general public; and

2. Private residences providing short-term rentals to members of the general public. A short-term rental means the provision of a room, space, or residential unit that is suitable or intended for occupancy for dwelling, sleeping, or lodging purposes, for a period of fewer than 30 consecutive days, in exchange for a charge for the occupancy.

Sec. 12-53. - Contractor bid requirements.

- (a) All requests for bids or proposals issued for county contracts shall include a certification to be completed by the bidder or proposer in substantially the following form:

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

1. In preparing its enclosed bid or proposal, the bidder or proposer has considered all bids and proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in discrimination as defined in Section 12-52 of the Orange County Non-discrimination Ordinance.
2. Without limiting any other remedies that Orange County may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for Orange County to reject the bid or proposal submitted with this certification, and terminate any contract awarded based on such bid or proposal. It shall also subject the bidder or proposer to disqualification from participating in county contracts or bid processes for up to two years.
3. As a condition of contracting with Orange County, the bidder or proposer agrees to promptly provide to Orange County all information and documentation that may be requested by Orange County from time to time regarding the solicitation and selection of suppliers and subcontractors in connection with this solicitation process. Failure to maintain or failure to provide such information constitutes grounds for Orange County to reject the bid or proposal and to terminate, without penalty to Orange County, any contract awarded on such bid or proposal. All such information and documentation shall be maintained for a period of three years after the expiration of the contract.
4. As part of its bid or proposal, the bidder or proposer shall provide to Orange County a list of all instances within the past ten years where a complaint was filed or pending against bidder or proposer in a legal or administrative proceeding alleging that bidder or proposer discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a bid or proposal to Orange County the bidder or proposer agrees to comply with the Orange County Non-discrimination Ordinance. Falsification of this certification shall constitute a violation of the Orange County Non-Discrimination Ordinance and shall be grounds for rejection of the bid or proposal or termination, without fault to Orange County, of a contract.
6. As a condition of submitting a bid or proposal to Orange County the bidder or proposer agrees that Orange County may consider the information submitted as part of this certification in its determination of the responsibility of the bidder or proposer. The bidder or proposer, as the case may be, waives the right to challenge the rejection of a bid or proposal when such rejection is based, in its entirety, on information contained in this certification.

Sec. 12-54. - Prohibited acts.

- (a) It shall be unlawful for any person to deny any person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of a place of public accommodation on the basis of Protected Class status or on the basis of any otherwise unlawful use of individual or personal characteristics.
- (b) It shall be unlawful for any person to make, print, circulate, post, mail or otherwise cause to be published a statement, advertisement, or sign which indicates that the full and equal enjoyment of the transportation, access, goods, services, facilities, privileges, advantages, and accommodations of a place of public accommodation will be refused, withheld from, or denied any person on the basis of Protected Class status or on the basis of any otherwise unlawful use of individual or personal characteristics, or that any person's patronage of or presence at a place of public accommodation is objectionable, unwelcome, unacceptable, or undesirable on the basis of Protected Class status or on the basis of any otherwise unlawful use of individual or personal characteristics; provided, however, this section does not apply to a private club or other establishment not, in fact, open to the public.
- (c) It shall be unlawful for any person to intentionally or knowingly:
 - 1. Perform or attempt to perform any act which directly or indirectly results in an individual's bodily injury or property damage where such act is directed at an individual or a group of individuals because of that person's or that group's perceived or actual Protected Class status or on the basis of any otherwise unlawful use of individual or personal characteristics.
 - 2. Solicit, encourage, compensate, assist, or conspire with another to perform or attempt to perform any act which directly or indirectly results in an individual's bodily injury or property damage where such act is directed at an individual or a group of individuals because of that person's or that group's perceived or actual Protected Class status or on the basis of any otherwise unlawful use of individual or personal characteristics.
- (d) No person shall be found to have violated this Ordinance solely on the basis of the content of any speech or communication used by such person.

Sec. 12-55. Exemptions.

- (a) All applicable exemptions found in Section 12-11 of the Orange County Civil Rights Ordinance related to housing shall apply to alleged violations of Section 12-54 of this Ordinance.

Sec. 12-56. Investigation, Enforcement, and Remedy.

- (a) Sections 12-16 through and including 12-21 of the Orange County Civil Rights Ordinance shall be followed and adhered to during the investigation of any alleged violation of this Ordinance. Any remedies available through said sections of the Orange County Civil Rights Ordinance shall be available hereunder.

ORANGE COUNTY NONDISCRIMINATION CERTIFICATION

The undersigned bidder or proposer hereby certifies and agrees that the following information is correct:

1. In preparing its enclosed bid or proposal, the undersigned bidder or proposer has considered all bids and proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in discrimination as defined in Section 12-52 of the Orange County Non-discrimination Ordinance.
2. Without limiting any other remedies that Orange County may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for Orange County to reject the bid or proposal submitted with this certification, and terminate any contract awarded based on such bid or proposal. It shall also subject the bidder or proposer to disqualification from participating in county contracts or bid processes for up to two years.
3. As a condition of contracting with Orange County, the undersigned bidder or proposer agrees to promptly provide to Orange County all information and documentation that may be requested by Orange County from time to time regarding the solicitation and selection of suppliers and subcontractors in connection with this solicitation process. Failure to maintain or failure to provide such information constitutes grounds for Orange County to reject the bid or proposal and to terminate, without penalty to Orange County, any contract awarded on such bid or proposal. All such information and documentation shall be maintained for a period of three years after the expiration of the contract.
4. As part of its bid or proposal, the undersigned bidder or proposer shall provide to Orange County a list of all instances within the past ten years where a complaint was filed or pending against bidder or proposer in a legal or administrative proceeding alleging that bidder or proposer discriminated against its subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
5. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees to comply with the Orange County Non-discrimination Ordinance. Falsification of this certification shall constitute a violation of the Orange

County Non-Discrimination Ordinance and shall be grounds for rejection of the bid or proposal or termination of an existing contract, without fault or further obligation to Orange County.

6. As a condition of submitting a bid or proposal to Orange County the undersigned bidder or proposer agrees that Orange County may consider the information submitted as part of this certification in its determination of the responsibility of the undersigned bidder or proposer. The undersigned bidder or proposer, as the case may be, waives the right to challenge the rejection of a bid or proposal when such rejection is based, in its entirety, on information submitted as part of this certification.

The bidder or proposer certifies the undersigned has full authority to sign on its behalf.

By: _____

Printed Name and Title

On behalf of _____

Company or Corporate name

Supplemental Vendor Information: HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the County invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP/RFQ. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

a) Is Vendor a Historically Underutilized Business? Yes No

b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

If so, state HUB classification: _____