

REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING
PERMITTING AND DESIGN SERVICES
FOR THE CLAY COUNTY SOLID WASTE TRANSFER STATION
CLAY COUNTY, NORTH CAROLINA

I. INTRODUCTION

The Clay County Solid Waste Department is seeking Statements of Qualifications (SOQs) from experienced and qualified individuals, corporations, partnerships and other legal entities authorized and licensed to perform services in the State of North Carolina to provide professional engineering services in accordance with the North Carolina Solid Waste Management Rules and Regulations, permit requirements, and client needs.

II. BACKGROUND

Clay County, through their Solid Waste Department, operates a comprehensive solid waste management program. The core components include a solid waste transfer station, convenience centers, and a recycling material processing facility. The current transfer station is located at 1160 Hinton Center Road in Hayesville, North Carolina and operates under Permit No. 2202T- Transfer- 1997.

Clay County plans to construct a new solid waste transfer station, scales and scale house, and update the existing recycling materials processing facility as shown on the attached conceptual site development plan prepared by McGill Associates, PA dated April 2024.

The County intends to select an engineering firm to assist the County with design and development of a new solid waste transfer station.

III. MINIMUM REQUIREMENTS AND QUALIFICATIONS

Respondents, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of North Carolina, at the time of submittal of their response to this Request for Qualifications (RFQ). Should the Respondent not be fully licensed and certified, its submittal will be rejected.

Respondents submitting a SOQ should be able to demonstrate a minimum of ten (10) years experience in providing professional solid waste engineering services in the western North Carolina area and in accordance with the North Carolina Solid Waste Management Rules and Regulations. At a minimum, experience should include the preparation of a Permit to Construct application package, successful permitting, and development of a solid waste transfer station in North Carolina.

IV. SCOPE OF WORK

The Clay County Solid Waste Department is requesting Qualification Statements from qualified Respondents for the following potential Services:

- Evaluation of options for development of a new solid waste transfer station and upgrades to the existing material recycling facilities.
- Assistance with grant application preparation for funding portions of the proposed project.
- Preparation and submission of a Permit to Construct application for the development of a new solid waste transfer station facility to the North Carolina Department of Environmental Quality, Solid Waste Section.
- Preparation of Construction Bid Package for proposed facility construction.
- Providing Construction Administration services during construction.

All services shall be prepared in accordance with and meet the minimum requirements as described in the North Carolina Administrative Code, Title 15A – Environment Quality, Subchapter 13B – Solid Waste Management, Section .0400 – Transfer Stations, latest revision.

V. SUBMITTAL FORMAT AND REQUIREMENTS

The Respondent shall submit the following required information/documents with sufficient depth and breadth necessary to substantiate his or her ability to perform the services being sought by the County. Failure to provide the required information may result in rejection of the submittal.

A. Introductory Letter: An informative, narrative letter pertinent to your firm's capabilities and services.

B. Experience of Firm and References:

- a. Provide copy(s) of State license(s) to practice engineering.
- b. Provide a list and short description of representative solid waste projects in the state of North Carolina completed by your firm that demonstrate the Respondent's skills and capabilities as they pertain to the services described herein. Please include the project name, location, client contact name and phone number.
- c. Provide a minimum of five (5) client references including contact information.

C. Team Organization, Management and General Qualifications

- a. Multiple firms, joint venture or any/all sub-contractor(s)/consultant(s) teams shall clearly identify the roles, responsibilities and office location of the proposed project personnel.
- b. Team and project management structure shall be documented and the principal with the prime firm responsible for the contract shall be identified. This information may be provided in an organizational chart.
- c. The Respondent shall demonstrate current staff capacity to provide the services requested.

D. Individual Qualifications: Respondent shall specifically identify the lead person(s), who will typically oversee the scope of services provided to the County and include their qualifications, background and experience. Resumes of the key team personnel shall be included with your submittal. Qualifications for any/all sub-contractor(s)/consultant(s) should also be included with your submittal.

E. Insurance Requirements: Provide a copy of a certificate of insurance which identifies current levels of insurance in areas of general liability, automobile liability, workers compensation and professional liability.

F. Proposed Schedule: Provide a schedule for conducting the services that ensures development of the solid waste transfer station within 18-months of Notice to Proceed.

G. Format: Submittals shall be printed on 8 ½" x 11" paper, include front and back covers, cover letter, and Table of Contents. Submittal shall be side bound and include reference tabs for key sections.

H. Non-Collusion Affidavit: The Non-Collusion Affidavit attached to this RFQ must be properly executed and submitted with the SOQ.

VI. SUBMITTAL INSTRUCTIONS

Firms/individuals interested in being considered for providing the specified Services shall submit **one (1) original and five (5) copies of their submittal in addition to one (1) electronic copy of the submittal on a flash drive** in response to this RFQ. **Submittals must be received on or before 5:00 p.m., local time on July 30, 2026.** All submittals received after the noted deadline will not be considered and will be returned to the Respondent unopened.

Submittals in response to this RFQ shall be plainly marked and labeled as follows:

**STATEMENT OF QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING
PERMITTING AND DESIGN SERVICES
FOR THE CLAY COUNTY SOLID WASTE TRANSFER STATION
CLAY COUNTY, NORTH CAROLINA**

And be forwarded to:

**Ms. Debbie Mauney
Clay County Manager
Clay County
119 Courthouse Drive
Hayesville, North Carolina 28904**

VII. INQUIRIES

All questions and communications concerning this procurement process must be directed to Ms. Debbie Mauney. All requests for clarifications or additional information **must be submitted in writing via electronic mail to dmauney@claync.us. The deadline for all inquiries is 5:00 p.m. on July 16.** The County will record its responses to inquiries, if any, and address them in the form of a written addendum.

VIII. ADDENDA

Should revisions to this RFQ become necessary; the County will provide a written addendum to all firms who receive this RFQ from the County's Purchasing Department. Addenda may be downloaded from the County's website at www.clayconc.org. It is the responsibility of each Respondent to the RFQ to acknowledge in their response, the receipt of any/all addenda. Failure to do so may cause your response to be rejected as non-responsive. Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Respondent's responsibility to contact the County in the event that a previous addendum is not received.

IX. SUBMITTAL PREPARATION COSTS

The County shall not be liable for any expenses incurred by Respondents in connection with the preparation of a response to this RFQ. Respondents should prepare their submittal providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RFQ. Unnecessarily elaborate brochures, art work, expensive paper, bindings, visual and presentation materials, beyond that sufficient to present a complete and effective response to this RFQ is not desired.

X. SELECTION PROCESS

Clay County intends to ensure that all technically qualified consultants are provided the opportunity to be considered for providing professional engineering services to Clay County. The consultant that is most qualified to conduct this scope of work and meet the needs of Clay County will be selected.

Once SOQs are received, a copy of each SOQ will be reviewed by the Clay County Purchasing Agent to determine the responsiveness to this RFQ. A copy of each responsive SOQ will be provided to each member of the Selection Committee. The Selection Committee members will include:

1. Clay County Manager, Debbie Mauney
2. Clay County Finance Director, Betty Patton
3. Clay County Director of Solid Waste, Kevin Sheehan
4. Clay County Attorney, Merinda Woody

The Selection Committee will score each SOQ in accordance with the Selection Criteria provided in Section XI. The firm that submits the highest scoring SOQ will receive the Selection Committee's recommendation for award. The Selection Committee reserves the right to select a "short list" of firms to participate in an interview process, in the event that a single choice is not apparent based on initial SOQ scoring.

Separate interview sessions, if required, will be scheduled with the "short-listed" firm(s) to permit Selection Committee members to further evaluate their qualifications. Following the interviews, if required, the Selection Committee will forward their written recommendations to the Clay County Manager and the Director of Solid Waste for review. The Director of the Clay County Solid Waste Department will initiate contract negotiations with the selected firm.

Following the successful negotiation of specific contract terms, conditions, fee, etc., with the selected firm, the proposed contracts will be forwarded to the Clay County Manager for submission to the Clay County Board of Commissioners for their approval. Once the contract has been approved, a notice to proceed will be issued to the successful Respondent. In the event that the County is not successful in negotiating a contract with the preferred provider, the County will attempt to negotiate a contract with the next most-qualified Respondent.

XI. SELECTION CRITERIA

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

1. Completeness of the response to this RFQ. (5%)
2. Expertise and qualifications of key professional staff and the firm as a whole in the specific areas of solid waste design and permitting, construction bid document preparation, and construction administration. (25%)
3. Performance history of the firm and its staff members with Clay County and other clients. Provide previous project descriptions relevant to this project and include references. References should include a contact name, title, physical address, phone number, and email address. (30%)
4. Availability of resources and current workload of the consultant team proposed for this project to meet project deadline. (15%)
5. Proximity to and familiarity with Clay County's solid waste facility. (20%)
6. Experience with USDA and other funding agencies. (5%)

XII. GENERAL COMMENTS

- A. All qualification responses, inquiries or correspondence relating to this RFQ will become the property of Clay County when received and will not be returned.
- B. Clay County reserves the right to accept or reject any submittals.
- C. Clay County reserves the right to award a contract(s) as it deems will best serve its interests, including the award of the services being sought to one or more of the respondents.
- D. Respondents are requested to refrain from contact with the Selection Committee members, with exception of written communication described in Section VII.
- E. Clay County reserves the right to approve all personnel working on Clay County projects. Key professional staff may not be removed, reassigned or replaced without prior approval from Clay County.
- F. The 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.

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.

By submitting a proposal, Responders acknowledge that:

The County reserves the right to reject any or all proposals for any reason. The County reserves the right to reconsider any submittal at any phase of this procurement process. The County also reserves the right to meet with selected respondents at any time to gather additional information.

Submittals will be received by Clay County at the time and place designated in the document under Section VI. Submittal Instructions. At that point, Clay County will close the receipt of submittals and begin the evaluation process. The only information that will be released will be the names of the respondents. No other information will be disclosed, except as required by the evaluation process, until a firm is selected and a contract is awarded.

Clay County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal 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. Submittals received by telephone, telegraph, or facsimile will not be accepted.

By submission of a response, the Respondent 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 the Respondent'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 Clay County.

Clay County assumes no responsibility for confidentiality of information offered in this submittal. This RFQ does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Submittals are not subject to public inspection until after the contract award. Clay County reserves the right to share any information submitted in the response to this RFQ or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Respondent will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

