REQUEST FOR QUALIFICATIONS

SOLID WASTE OPERATIONAL CONSULTING SERVICES

RFQ-2025-0923

August 26, 2025

Burke County
200 Avery Ave.
Morganton, NC 28655

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1. Introduction

Burke County is requesting statements of qualification from qualified professional engineers for Solid Waste Operational Consulting Services for Burke County Waste Management activities. The project includes but is not limited to reviewing historical and current solid waste activities and development of a long-term Solid Waste Management Plan.

The submittal deadline is Tuesday, September 23, 2025, at 2:00pm.

The firm's qualification package shall be submitted with one (1) paper copy and one (1) electronic copy in PDF format on a USB drive in a sealed envelope/box.

The envelope/box shall be labeled with the firm's name and RFQ-2025-0923 on the outside.

Qualification packages can be submitted by any one of the following methods:

Mail:	Burke County Finance Office Attn: Brian Nieft PO Box 219 Morganton, NC 28680
Delivery/FedEx/UPS/Courier:	Burke County Finance Office Attn: Brian Nieft 200 Avery Avenue Morganton, NC 28655

No Pre-bid meeting will take pace.

Administrative and Scope questions can be emailed to purchasing@burkenc.org no later than 5pm, on Tuesday, September 9, 2025. Answers to all submitted questions will be posted on the website below and provided to all those who submitted questions.

Any bid received later than the specified date and time will not be accepted or considered.

No public bid opening will take place, the bid results will be posted on the County website.

Please visit www.burkenc.org/Bids.aspx to download this information and any updates on the project.

1. Purpose

Burke County is requesting statements of qualification from qualified professional engineers for Solid Waste Operational Consulting Services for Burke County Waste Management activities. The project includes but is not limited to reviewing historical and current solid waste activities and development of a long-term Solid Waste Management Plan.

The tasks for this project will include:

- Review Historical Solid Waste Documents
- Review current Solid Waste Management Activities
- Develop a longer term (10-years +) Solid Waste Management Plan
- Environmental Monitoring for LFG, Methane, Groundwater and Surface water
- Stormwater compliance

2. Scope of Work

To be considered for selection, firms shall be qualified and capable of providing the necessary professional engineering/consulting services associated with the project tasks listed below including conformance with local, state, and federal requirements.

2.1. Task 1 – Review of Historical

Firm will review historical Solid Waste documents, filter and hi-lite key performance entries and prepare a report of findings in preparation of meeting with Burke County's staff at the Burke County's offices.

2.2. Task 2 – Review of Current Solid Waste Management Activities

Burke County operates a Municipal Solid Waste (MSW) Transfer Station, a Construction & Demolition (C&D) Landfill, several convenience center sites, and provides post-closure care for multiple, unlined landfills around the County. A review of operations will be completed to identify existing management practices and offer recommendations for any operational changes.

2.3. Task 3 – Develop a Long-Term Solid Waste Management Plan

Burke County Operates the following:

a) A C&D Landfill has a proposed limit of waste footprint totaling 35.5- acres comprised of eight (8) phases with a gross capacity of 3,742,772 cubic yards. To date, Phase 1A, Phase 2A, and Phase 4 have been constructed.
b) A MSW Transfer Station and hauls waste to a Landfill in Caldwell County.
c) Six (6) convenience center sites located around the county.
d) Maintains three (3) landfills that are in post-closure care.

The selected firm will develop a longer-term Solid Waste Management Plan using information collected from previous Tasks and meetings to be held with the County and other stakeholders.

2.4. Task 4 – Environmental Monitoring

Environmental monitoring for groundwater, surface water, stormwater, LFG and perimeter methane including any assessment monitoring or corrective action monitoring/reporting requirements. Monitoring may be required on a monthly, quarterly, semi-annual or annual basis.

2.5. Task 5 – Stormwater Compliance

Maintain compliance with any General Stormwater permit requirements typically included within NCG010000 for general land disturbances greater than 1 acre associated with construction projects or NCG0120000 for Landfills.

3. Responsibilities

3.1. The responsibilities of the selected firm are:

a. Tasks 1 and 2 will be completed within 90 days of contract authorization.
b. Task 3 will be completed by March 2026 so it may be considered for the County's budget process for the next fiscal year.
c. Tasks 4 and 5 will be completed based on permit schedules.

3.2. The responsibilities of the County are:

a. Review all project deliverables in a timely manner.
b. Provide requested information and access to sites in a timely manner.
c. Provide access to historical reports, with most recent reports in Word, Excel, and .DWG formats.

4. Qualifications

Qualified firms should demonstrate the project team's overall technical expertise and experience in the solid waste management field, environmental engineering and possess a thorough knowledge of solid waste management rules and regulations. The firm should demonstrate, specifically the assigned project managers and key personnel, have a thorough understanding of the regulatory requirements affecting the sitting, design, permitting, and construction of solid waste management and disposal facilities (including solid waste and Title V permits) within the state of North Carolina. In addition, the firm and the assigned project managers and key personnel should illustrate their understanding of the various design and construction standards applicable to solid waste management

facilities in Western North Carolina. Such facilities may include but not be limited to landfill cell construction, bioreactor landfills, stormwater management systems, solid waste transfer stations, solid waste recycling facilities, compost facilities, diversion programs/facilities, household hazardous waste collection and storage facilities, scale facilities, and other related facilities. Firms must be experienced in Local, State of North Carolina, 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).

Firms must provide information to demonstrate the firm's experience in the category(s) of services, including experience with other local government agencies. Include proof of applicable professional licenses required for the performance of proposed services.

5. Proposal Content and Format

Proposals should be limited to fifteen (15) numbered pages not including a cover page or table of contents. The following format should be followed to provide consistency between submittals, aiding in evaluation and comparison. If the format below is modified, please ensure to include the following information at a minimum:

5.1. Cover Letter

Project statement, legal name of firm, and the name, address, telephone number, and email address of a contact person for questions concerning the qualification submittal.

5.2. Firm/Team Background

Provide a narrative of your firm's prior experience and qualifications with projects of a similar nature. A general description of the team's capabilities, including information related to the history, overall size of the firm, location of firm headquarters, and local offices.

5.3. Project Team

Provide a list of the project team members, including the office location where they currently work, and identify the responsibility of each team member. For proposed sub- consultants, please provide the name of each firm, the office location, contact name, telephone number, and the services to be provided. Only staff who will be directly involved with the execution of the project should be included.

5.4. Firm/Team Experience & References

Briefly summarize the firm/team's experience with solid waste engineering and consulting. Provide references for recently completed solid waste projects of similar scope and nature to this proposed project including past team member experience, if any, with those projects. For past project references please provide a contact

name, position, physical address, phone number, and email address for three projects in the last five years

5.5. Project Approach
Based upon the information contained herein, provide a brief narrative explaining the overall approach your firm/team will take to complete these tasks.

5.6. Other Supporting Data
Please include any other information that you feel is relevant to the evaluation of your firm for these projects.

5.7. Insurance Certification
Submit current insurance certificates for professional liability insurance, which indicates limits of liability. If selected, the successful firm shall provide certificates of insurance that also name the County as an additional insurer.

5.8. **Since this is a request for qualifications, DO NOT INCLUDE A PRICE PROPOSAL**.

6. Incurring Costs

The County is not liable for any cost incurred by the firm in the preparation or presentation of a response to this request.

7. Right of Award or Reject

It is understood that all submittals will become part of the public's file on this matter, without obligation to the County. The County reserves the right to accept and/or reject any and all submittals.

8. Statement of Interest and Qualifications

Each submittal from a qualified firm received in response to this request will be judged as a demonstration of the firm's capabilities and qualifications. Only those firms who supply complete information as required by this request will be considered for evaluation. The factors used to determine those to be considered are:

8.1. An understanding of the requirements of this request demonstrated by the organization, clarity, and completeness of the submittal.

8.2. The past performance record and qualifications of the firm and the individuals who will do the work, verifiable through references and resumes, and

8.3. The ability of the firm to provide a timely response.

9. Selection

The County will form a selection committee that will evaluate the submittals received. The County will review all requests, evaluate required criteria, select a firm and enter into negotiations with the selected firm, or select a short list for interviews, then complete the process

Each of the criteria listed in this outline will be evaluated on how fully each submittal meets the requirements, and each will be ranked. Particular emphasis will be placed on the firm's past successful completion of similar projects shown by work summaries of the firm and individuals to do the work, and by references.

After selection of a firm, a contract will be prepared based on a negotiated Scope of Services and final fee proposal. Should the negotiations be unsuccessful with the number one ranked firm, negotiations will cease with that firm, and negotiations will begin with the number two ranked firm. This process will continue until a satisfactory contract is completed.

Final selection and contract will be subject to approval by the Burke County Board of Commissioners.

10. Contract Requirements

The final firm will be required to complete a Service Contract, which will incorporate the submittal and work schedule as a part of the contract. In addition, it will be necessary for the successful firm to be covered by Workman's Compensation insurance, which will extend to the work done within the State of North Carolina.

11. Nondiscrimination

The final firm will be required to complete a Service Contract, which will incorporate the submittal and work schedule as a part of the contract. In addition, it will be necessary for the successful firm to be covered by Workman's Compensation insurance, which will extend to the work done within the State of North Carolina.