



**Request for Qualifications  
for  
Civil/Structural Engineering,  
Consulting and Design Services**

**Sealed RFQ Process  
24-751-RFQ-01**

**Submission Deadline**

**4:00 PM, Tuesday, December 5, 2024**

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**FOR ALL QUESTIONS REGARDING RFQ PROCESS, SUBMITTAL,  
TECHNICAL SPECIFICATIONS**

*~Contact~*

**Mrs. Antonia Stines**

Purchasing Officer

200 S. Center St. Box 788

Statesville, NC 28677

[antonia.stines@co.iredell.nc.us](mailto:antonia.stines@co.iredell.nc.us)

## **I. Introduction**

Iredell County is soliciting statements of qualifications from civil/structural engineering firms (the “Firm”) to provide design, plans and permitting for new Solid Waste Convenience Transfer Sites in Iredell County. Services shall primarily be for new transfer sites, however additional services may include design, plans, permitting, for other projects involving civil/structural engineering services for Solid Waste new or current buildings. The purpose of this request for qualifications is to secure these services of a Firm required to ensure Iredell County continues to be within compliance of state and federal rules, laws and appropriate regulation as it relates to new construction and renovation.

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated and signed with the successful engineering design firm properly licensed in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

## **II. Scope of Services**

The Firm shall provide professional engineering services and consultation in the areas of designing to meet (1) all requirements of the North Carolina Solid Waste Management Rules; (2) all requirements of North Carolina Division of Environmental Quality (3) Federal Environmental Protection Agency and (4) any other requirements imposed by law or ordinance. Designs for facilities must place focus on traffic queuing and flow. Focus should also be placed on efficiencies and future capacity needs of the facilities.

The major items of work to be performed by Firm will include, but not be limited to:

- Provide experienced, qualified personnel to assist county staff in design to build Convenience Sites, Transfer Stations and other structural design to build as needed.
- Permitting processes for Federal, State and Local to be incorporated.
- Provide surveying services and construction drawings.
- Provide design services and conceptual drawings and meet with staff quarterly to discuss progress of designs.
- Consult county staff with site improvements that may be needed to increase safety, traffic flow and queuing, and efficiency of designs proposed.
- Attend and assist county in meetings with state agencies, other engineering firms and contractors.
- Construction Administration: Project construction administration and oversight to bidding process, assisting and working with the Iredell County Purchasing Division for bid compliance.
- Project Closeout

## **V. Qualification Statement**

The selected firm’s assigned project staff must be experienced in all phases of planning, design, construction and regulatory compliance requirements of similar public solid waste facilities, have extensive knowledge of the regulations governing the design and construction in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, the goals outlined by Iredell County.

Emphasis should be placed on completeness of services offered and clarity of content. All submittals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the firm’s qualification package, or if the package fails to conform to the requirements of the RFQ, the County will be the sole judge as to whether that variance is significant enough to reject the firm’s submittal.

The following describes the elements that should be included in each section of the proposal and the maximum points that may be awarded during proposal evaluation. The evaluation panel may revise, add to or remove these elements as it deems appropriate, and/or redistribute the points for each element to ensure adequate evaluation.

A. Professional Qualifications – 30 Points

**Include Letter of Interest.** State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of North Carolina.

Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title.

Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any and all subcontractors must also be included. The firm will submit along with the Request for Qualifications, the name, address, and contact person to be associated with the project.

If any subconsultants will be used for the various projects, the successful firm shall provide to the Purchasing Officer a list of names of any of the intended subconsultants, their applicable license number(s) and a description of the work to be done by each subconsultant. The successful firm shall not substitute other subconsultants without the written consent of the County. The successful firm shall be responsible for all services performed by a sub-engineer as though they had been performed by the successful firm. Responsibilities include, but are not limited to, compliance with applicable licensing regulations. If at any time the County determines that any sub-engineer is incompetent or undesirable, the County shall notify the successful firm accordingly, and the successful firm shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any sub-engineer and Iredell County. It shall be the successful firms' responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

Include list of positions and standard hourly rates.

State history of the firm, in terms of length of existence, types of services provided, former names under which the firm operated, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Involvement with Similar Projects – 25 Points

The written proposal must include a list of current similar projects including brief description, size, cost, staff involved, etc. The proposal listing must also include descriptions of three (3) past projects of similar size and scope, including size, cost, staff, completion period, etc. - explain and support experience working with Solid Waste Facilities.

Projects listing must exhibit experience in the project area and indicate proven ability in implementing similar projects for the firm **and** the individuals to be assigned to this project.

C. Proposed Work Plan/ Understanding of Project – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff, and the Firm's general philosophy in regards to providing the requested services. Responses will be evaluated on the clarity,

thoroughness, and content of their responses to the above items and unique qualifications or work methodology.

Include current workload and percentage of availability.

D. References – 10 Points

A complete list of client references, minimum of five (5), must be provided for similar projects recently completed. It shall include the firm/agency name, address, email, telephone number, project title and information, and contact person.

E. Legal Status of Consultant – 5 Points

Must include all litigation or other legal action taken against the Firm within the last five years, to include disposition of each case.

F. Attachments – 0 Points

Must provide, with submission, a copy of firm's standard proposed contract. This contract will be reviewed and revised as necessary to meet Federal, State and County legal requirements. Submission of a qualifications statement in response to this Request for Qualifications denotes acceptance of all necessary revisions. Failure to do so will be grounds for rejection.

**VI. Evaluation and Selection Process**

1. Iredell County intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. An Evaluations Committee (the Committee) will be appointed to evaluate each qualifications package. The Committee will identify strengths, weaknesses, deficiencies and risks associated with each Firm according to the above-described criteria and point system (A through F). All submittals shall provide a straightforward, concise description of the firm's ability to satisfy the requirements of the RFQ.
3. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. The Committee may contact references to verify material submitted by the Firm.
4. The ranking of proposals and recommendation of any Firm is the sole responsibility of the Committee. Selection may be based solely on the individual merits of one Firm depending on the findings and opinion of the Committee or the Committee may choose to create a short-list of firms for further evaluation and consideration.
5. The Committee, at its sole discretion, may choose to schedule interviews with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to bring in their interview team to discuss their qualifications, past experience and proposed work plan in more detail.

The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes (length will be provided by the Committee) by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The Committee may record the interviews for review. Interviewed Firms will then be re-evaluated according to the above criteria (A through F), and adjustments to scoring made as appropriate.

6. Manager/Board Approval and Contract Negotiation/Execution: The Committee's recommendation of the highest rated Firm will be presented to the County's Manager or Board for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable agreement and fee is not successful, negotiations will be terminated and the County may enter into negotiations with the second highest rated firm, and so on.

7. All Firms who submit Statement Of Qualifications will be notified of the selection results.

**XI. General Conditions of the Request for Qualifications**

- A. Any and all cost incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
- B. All submissions, responses, inquiries or correspondence relating to this RFQ will become the property of Iredell County when received.
- C. Qualification packages may be withdrawn by written request prior to submittal deadline of **4:00 PM, Tuesday, December 5, 2023.**
- D. Iredell County encourages all businesses, including DBE, minority, and women-owned businesses to respond to all Request for Qualifications.
- E. The successful firm will be required to enter into a design consultant services agreement. A copy of firm's standard proposed contract must be included in the submittal for qualifications for review. Contracting criteria includes agreement with E-Verify (NC GS 64-25(5) and Iran Divestment Act of 2015 (NC GS 147-86.55).
- F. Iredell County reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; to cancel the RFQ process at any time; to request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; to elect not to proceed with any of the respondents; to modify the scope of the work; to re-solicit RFQs; or choose not to award for any reason. Contact with other County Staff during this RFQ process may be grounds for disqualifications.
- G. The documentation letter must be signed by a principal of the firm or an officer of the corporation duly authorized to bind the corporation and letter must be included with submitted Statement of Qualifications.
- H. The selected firm shall purchase and maintain in force, at his own expense, such insurance as will protect the firm and the County, to include professional liability (E&O), from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County, and the general public from any and all claims for injury and damage resulting by any actions on the part of the firm or its forces as enumerated above.  
The selected firm shall furnish a copy of an original Certificate of Insurance, naming Iredell County as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will provide thirty (30) days written notice to the certificate holder. The firm shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the Iredell County Purchasing Officer and shall require and show evidence of insurance coverage on behalf of any subcontractors/engineers (if applicable), before entering any agreement to sublet any part of the work to be completed under this contract.
- I. North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a "trade secret", provided it meets the specific conditions as outlined in §132-1.2(1)a-d. Iredell County will attempt to withhold from

public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Iredell County shall not be held responsible for any information that is released nor shall Iredell County be held responsible for nor pay any penalty or expense in relation to information so released. Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Iredell County.

## VII. **Timeline**

The proposed key activities and milestone dates for the project include:

<b><u>Activity</u></b>	<b><u>Milestone Date</u></b>
RFQ Announced and Distributed	11/15/2023
Deadline for Respondent Questions @ 3:00 PM	11/27/2023
Proposal Submission Deadline @ 3:00 PM	12/5/2023
Firm interviews, if needed	TBD – 2023
Recommendation for approval	TBD – 2023/24
Necessary Selected Firm Notification and Contract Negotiation	TBD – 2024

Written questions regarding this Request for Qualifications must be submitted to the Iredell County Purchasing Officer, Antonia Stines at [antonia.stines@co.iredell.nc.us](mailto:antonia.stines@co.iredell.nc.us). Questions received by the deadline date and time will be answered by addendum and sent to all known recipients and posted to Iredell County’s online bid page at <http://www.co.iredell.nc.us/481/Current-Bids- RFPs>.

## VIII. **Submission of Packages – Sealed Process**

Qualifications Submittals shall include One (1) complete qualifications package in hardcopy, 8 1/2" x 11", printed double-sided bound (or single stapled – left upper corner) with Table of Contents and reference tabs for key sections. Brevity will be appreciated. Submittals shall be limited to 50 pages, double sided 8 ½ x 11, with minimum 12-point font. Covers and dividers do not count in the 50 pages total.

### **AND**

One (1) electronic copy on USB Drive. No DVD/CD.

There will not be a public opening.

To be considered, submissions must be received at the following address no later than 4:00 PM, Tuesday, December 5, 2023:

If delivered in person or by FedEx/UPS:

Iredell County  
Attn: Purchasing Officer  
200 South Center Street  
Statesville, North Carolina, 28677

If by USPS:

Iredell County  
Attn: Purchasing Officer  
PO Box 788  
Statesville, North Carolina, 28687

**RESPONDER'S DOCUMENTATION FORM**

I have carefully examined the Request for Qualifications and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the professional design consultant services for Iredell County in accordance with the instructions, terms, conditions, and requirements incorporated in this Request for Qualification. I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

**ACKNOWLEDGEMENT OF ADDENDA**

Responder hereby acknowledges receipt of all Addenda through and including:

Addendum No.	Date	Acknowledgement
_____	_____	_____
_____	_____	_____
_____	_____	_____

Such response is genuine and is not a collusive or sham response.

Iredell County reserves the right to accept or reject any and all submittals and to award to the best qualified Firm or Firms at the sole discretion of the County. Iredell County Government does not discriminate on the basis of race, color, sex, national origin, religion, age, or disability. Any contractors or vendors who provide services for Iredell County are expected to fully comply with the County's nondiscrimination policy.

NAME OF FIRM: \_\_\_\_\_

BY: (printed name) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_