

REQUESTS FOR QUALIFICATIONS “RFQ 16-01”

SOLID WASTE ENGINEERING AND PLANNING

This Request for Qualifications (RFQ) is issued by Lemhi County, Idaho (County) to seek Statements of Qualifications (SFQ) to provide general engineering and planning related to the bringing the County’s solid waste system into full compliance with Idaho DEQ requirements. The County will utilize the selected engineer and/or engineering firm for all planning and engineering activities associated with the County’s solid waste infrastructure. The County currently operates a solid waste landfill south of Salmon, Idaho.

Attached to this RFQ are aerial photographs of the existing landfill site and the leachate collection system currently in place. It is anticipated this project will be performed under a Voluntary Consent Agreement with the Idaho DEQ.

Tasks may include but not be limited to the following:

- Federal Subtitle D and State regulatory compliance, oversight, permitting and reporting
- Stormwater permitting, design and construction management
- Landfill cell, liner and leachate collection system design, permitting, construction management and certification
- Landfill closure design, permitting, construction management and certification
- Closure/Post-Closure plans and financial assurance cost estimates
- Landfill master planning
- Landfill expansion design and permitting
- Hydrogeologic and environmental work in support of permitting activities
- Access road and drainage design
- Groundwater and landfill gas monitoring and compliance
- Operations assistance including compaction, daily cover, waste screening, special waste handling, leachate management, etc.
- Capital improvement plan and rate study
- Annual engineering inspections
- Landfill performance evaluations
- Recycling and other waste diversion analysis
- Quality assurance inspection and testing
- Other tasks as directed by the County
- Ensuring landfill activities meet or exceed all current Federal, State and local codes.

At a minimum, responses to this RFQ must include the following:

1. The company’s legal name, address, and telephone number.
2. Letter of introduction. Briefly introduce your firm and the location of the office that will be primarily responsible for the work and the contact person for future correspondence.
3. The principal(s) of the firm and their experience and qualifications, including required licensure pursuant to Idaho Code Section 54-1201 et. seq. Provide a resume for personnel that will be performing the work.
4. The experience and qualifications of the staff to be assigned to the project.

5. A description of the firm's prior experience, including any similar projects, size of community, location, and name of a local official knowledgeable regarding the firm's performance.
6. A description of the firm's current work activities and how these activities would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
7. A list, including contact names, of a minimum of five projects involving services applicable to those outlined in this RFQ.
8. Responses are limited to twenty-five (25) pages, not including resumes and letter of introduction.

SELECTION PROCESS

- A. Request for Qualification information will be available from Lemhi County on May 19, 2016.
- B. Written responses are due to the Lemhi County Clerk located at 206 Courthouse Drive Salmon, Idaho 83467. Each interested party shall submit six (6) copies, which must be clearly marked "The Lemhi County Landfill Scale Project - RFQ 16-01" no later than 5:00 p.m. on June 10, 2016.
- C. Statements of qualifications will be opened on June 13, 2016 at 9:00 a.m. by the Board of Lemhi County Commissioners in the Commissioners' Hearing Room, located in the Lemhi County Annex, 200 Fulton Street, Salmon, Idaho
- D. A non-mandatory informational meeting will be held on June 3, 2016 in the Lemhi County Annex at 10:00 a.m. The Annex is located at 200 Fulton Street, Salmon, Idaho.
- E. All questions regarding this RFQ must be submitted in writing to Lemhi County Clerk, 206 Courthouse Drive, Salmon, Idaho 83467 or e-mailed to clerk@lemhicountyidaho.org no later than June 3, 2016, at 1:00 p.m. No further questions will be allowed after this date. Answers will be provided no later than June 3, 2016 @ 5:00 p.m. Questions and answers will be posted on the County's webpage and emailed to parties requesting an email.
- F. The selection committee will review all written responses. From that review, the committee will select respondents that best meet the requirements of the RFQ. The committee shall notify selected respondents.
- G. Lemhi County may require presentations of pertinent experience and interviews of selected respondents. Presentations will be limited to the scope of services, approach to the Project, and pertinent experience.
- H. The selection committee shall rank the respondents in an order, which demonstrates the committee's belief that the respondent will provide the services Lemhi County desires in accordance with the established Evaluation Criteria, This list of ranked respondents shall be submitted to the Board of Lemhi County Commissioners for

review and approval on June 20, 2016.

- I. The selection committee will negotiate with the highest ranked respondent a reasonable and fair contract price for the respondent's services. If unable to negotiate a reasonable and fair contract price, the selection committee shall negotiate with the next ranked respondent.
- J. Once a price is negotiated, the selection committee is anticipated to forward its recommendation of the successful respondent to the Board of Lemhi County Commissioners on June 27, 2016. The Commissioners will review the recommendation of the selection committee and, at their option, will award the contract, at the negotiated contract price, to the successful respondent. The Commissioners may, at their option, reject the recommendation of the selection committee.
- K. Lemhi County reserves the right to accept or reject any or all responses.

EVALUATION CRITERIA

Criteria	Rating	Score
Proposal Format		
Related experience on rural solid waste systems (20%)		
Technical Qualifications (20%)		
Ability to meet time and budget expectations (20%)		
Work Examples/References (20%)		
Project Staffing (20%)		

Rating Points:

- 5.0 - Excellent
- 4.0 - Good
- 3.0 - Meets Minimum Expectations
- 2.0 - Unsatisfactory

Fractional ratings can be used (e.g. 2.8, or 4.5)

Written responses should be directed to Terri Morton, Lemhi County Clerk, 206 Courthouse Dr., Salmon, Idaho, 83467. All responses must be received by June 10, 2016 @ 5:00 p.m.. Please, clearly mark "RFQ 16-01, Engineering Consulting Services for the Lemhi County Landfill" on the outside of the response package. Include six (6) copies of the proposals.

This request is made pursuant to Idaho Code Section 67-2320 governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

Lemhi County, Idaho

/s/ John Jakovac
Commission Chairman

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