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9900 Atomic Road, Highway 125, Jackson, South Carolina, 29831, Phone 803-827-2808, Fax 803-295-4773

## **Request For Qualifications # 2024-001 Landfill Design and Consulting Services**

# **Cover Page**

Three Rivers Solid Waste Authority (TRSWA) is soliciting sealed Statements of Qualifications (SOQ) from qualified and experienced consultants for professional engineering services related to Landfill Design and Consulting Services, per attached Scope of Work, at Three Rivers Solid Waste Authority Landfill, 9900 Atomic Road, Highway 125, Jackson, South Carolina 29831.

You are invited to submit a SOQ in accordance with the requirements of the following Request for Qualifications (RFQ).

RFQ Notice Date: Thursday, April 18, 2024  
Contact Name: Scott Ribes, General Manager  
Contact Phone: 803-652-2225  
Contact Email: [SRibes@trswa.org](mailto:SRibes@trswa.org)

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## I. GENERAL INFORMATION AND INSTRUCTIONS

### A. Introduction

Three Rivers Solid Waste Authority (TRSWA) is a regional solid waste management agency formed to provide municipal solid waste (MSW) services. The nine-county region served by TRSWA consists of Aiken, Allendale, Bamberg, Barnwell, Calhoun, Edgefield, McCormick, Orangeburg, and Saluda Counties in South Carolina. TRSWA currently operates a Class 3 MSW landfill on a portion of the US Department of Energy's Savannah River Site (SRS) under South Carolina Department of Health and Environmental Control (SCDHEC) Permit # 024202-1101. The 1403-acre landfill complex is bounded by SC Route 125 to the west, SRS Road 2 to the northwest, Upper Three Runs Creek to the south, and woodlands to the north and east.

### B. Background

The TRSWA Regional Landfill opened on July 1, 1998 for the disposal of MSW from residential, commercial, and industrial waste sources. The landfill has a 280-acre footprint with remaining projected lifespan in excess of 90 years, based on 2022 SCDHEC annual report. Cells 1 through 7, consisting of 96 acres, are constructed and approved for waste acceptance. The remaining 184 acres are undeveloped. The permitted annual disposal rate for the TRSWA landfill is 500,000-tons. The CY2023 rate of disposal was 323,625-tons.

The landfill will be constructed as a series of cells. The cells will be sized based on the current disposal rates and the needs of the facility. Subsequent to each cell construction, a certification report will be submitted to the state for review. Upon acceptance of the certification, a permit to operate will be issued by SCDHEC, after which waste may be placed in the cell.

### C. Project Overview

TRSWA is soliciting sealed Statement of Qualifications (SOQ) from qualified and experienced consultants for professional engineering services related to Landfill Design and Consulting Services, per attached Scope of Work, at Three Rivers Solid Waste Authority Landfill, 9900 Atomic Road, Highway 125, Jackson, South Carolina 29831.

## II. RFQ SUBMITTAL INFORMATION

### A. RFQ Schedule and Timetable

TRSWA is proposing the schedule and timetable below for this RFQ. TRSWA reserves the right to modify any or all dates and times at its sole discretion.

Task	Date / Time
Request for Qualifications (RFQ) Release Date	Thursday, April 18, 2024
Inquiry Request Deadline	Thursday, May 2, 2024, 3:00 PM
Inquiry Response Deadline	Thursday, May 9, 2024, 3:00 PM
RFQ Submission Deadline	Thursday, May 23, 2024, 3:00 PM

**B. Information and Required Forms**

1. Consultant must complete the enclosed "Consultant Information Form".
2. Consultant must complete the enclosed "Consultant References Form" and provide three (3) vendor references.
3. Consultant must provide a current list of firm personnel who may provide services to the Authority, along with their experience, training, and credentials.
4. Consultant must provide a Staff Rate Sheet for all firm personnel, include those referenced in Line #3 above.

**C. Submission Instructions and Procedures**

1. All SOQs must be sealed and delivered to our below listed jobsite address in person or via FedEx or UPS delivery. Please note TRSWA cannot receive USPS deliveries to our jobsite address. **All SOQ submittals must be received by Thursday, May 23, 2024 at 3:00 PM.** Any SOQ received after this date and time will be considered late and rejected.

**Three Rivers Solid Waste Authority****Attn: Scott Ribes****9900 Atomic Road, Highway 125****Jackson, SC 29831****Email: [SRibes@trswa.org](mailto:SRibes@trswa.org)**

2. All SOQs must be enclosed in a sealed envelope marked RFQ # 2024-001 – Landfill Design & Consulting Services. Consultants must submit one (1) signed original, two (2) duplicated copies, and one (1) USB flash drive digital file in PDF format.
3. All SOQs must be submitted using the enclosed RFQ Submission Forms found in Section D, as detailed below, together with any further documentation which consultants are instructed elsewhere herein, or in any addendum hereto, to include with their SOQ.
4. All SOQs shall become the property of TRSWA and are subject to the Freedom of Information Act (FOIA) regulations. TRSWA will not return the submittal, or any accompanying documents, submitted by a consultant after the RFQ Submission Deadline.

**D. Inquiries**

Consultants should closely examine the specific requirements and specifications noted herein. TRSWA reserves the right to seek clarification of the contents of any SOQ, require a consultant to submit further documentation, verify any information from third parties, and receive additional information regarding any consultant and any other party associated with the consultant.

All inquiries concerning this RFQ are to be submitted in writing, and mailed or emailed to the attention of Scott Ribes, General Manager, at our below listed jobsite and/or email address.

Three Rivers Solid Waste Authority

Attn: Scott Ribes

9900 Atomic Road, Highway 125

Jackson, SC 29831

Email: [SRibes@trswa.org](mailto:SRibes@trswa.org)

**All inquiries must be submitted and received by Thursday, May 2, 2024 by 3:00 PM.** All inquiries and responses will be distributed to all consultants known to have received this RFQ document. TRSWA will not be responsible for or bound by any oral instructions made by any employee of TRSWA in regards to this RFQ.

#### **E. Addendum**

The RFQ represents the most definite statement that TRSWA will make concerning information upon which SOQs are to be based. Any changes to this RFQ will be in the form of a written addendum, which will be furnished to all consultants known to have received this RFQ document. No addendum will be issued later than five (5) working days prior to the RFQ Submission Deadline date for consultants except an addendum which, if necessary, postpones the RFQ Submission Deadline date or cancels this RFQ. Consultants shall acknowledge receipt of all addenda with their SOQ submittal.

#### **F. Rejection**

TRSWA reserves the right to reject any or all SOQs, to award or refrain from awarding any contracts related to the RFQ, to request additional information, and to interview the consultant, whichever is deemed to be in the best interest of TRSWA. TRSWA reserves the right to reject SOQs from any consultant who does not have adequate experience, resources, and/or references. Ambiguous SOQs which are uncertain as to the terms or compliance with specifications may be rejected or otherwise disregarded, if such an action is in the best interest of TRSWA. TRSWA reserves the right to cancel this RFQ at any time.

#### **G. Content of Submittals**

Each submittal shall contain but is not limited to the following:

1. Letter of Interest:

Letter signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the SOQ. Letter should state why the submitting consultant is interested in providing landfill design and consulting services to TRSWA.

2. Company Information:

Provide general information on the submitting firm to include company type, structure, history, size, etc. Information should emphasize company stability, assets, and dependability that would make it a reliable partner to TRSWA.

3. Company Locations:  
Provide information on the physical locations of the consultant and the work performed at each of the locations. Particular attention should be given to those locations within close proximity to TRSWA and/or those locations that would provide design or consultant services to the facility.
4. Company Experience:  
Provide information on the consultant's experience with designing and permitting Class 3 landfills in the state of South Carolina. Particular emphasis should be placed on experience with facilities of the same size and type as TRSWA and/or operations that are SCDHEC regulated facilities.
5. Personnel Qualifications:  
Provide information and/or resumes of individuals employed by the consultant or subcontractors under contract with the consultant that may be involved in the design, permitting, and compliance work that is anticipated to be performed for TRSWA. Include a brief statement as to how the individual may be involved with the project.

#### **H. Evaluation of Submittals**

1. All SOQs will be evaluated by an Evaluation Committee.
2. During the evaluation process, the Evaluation Committee reserves the right, where it may serve TRSWA's best interest, to request additional information from consultants, or to allow corrections of errors or omissions. At the discretion of the Evaluation Committee, consultants submitting qualifications may be requested to make oral presentations as part of the evaluation process.
3. The Evaluation Committee shall evaluate each written SOQ, determine whether oral discussions and/or presentation are necessary, then based on the content of the written SOQ, any oral discussion and any presentations, rank the consultants best qualified for the project which are most advantageous to TRSWA.
4. The Evaluation Committee will rank the SOQ on a point scale.
5. Evaluation consideration will include but not be limited to the following:
  - a. Stated interest by the company (5 points)
  - b. Company information (25 points)
  - c. Company locations (15 points)
  - d. Company experience (25 points)
  - e. Personnel qualifications (25 points)
  - f. Other factors (5 points) (Note: Other factors may be identified by the Evaluation Committee during the evaluation process and may generate positive or negative points).
6. TRSWA reserves the right to retain all qualifications submitted and to use any ideas in a qualification regardless of whether that qualification is selected. Submission of a qualification indicates acceptance by the consultant of the conditions contained in the RFQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the agreement between TRSWA and the selected consultant.

7. **Prohibition of Gratuities:** It shall be unethical for any person to offer, or give, or agree to give any TRSWA employee, or for any TRSWA employee to solicit, demand, accept, or agree to accept from another person, gratuity or any offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or any agreement or subcontract, or to any solicitation or qualification therefore.

#### **I. Withdrawal and Amendment**

An official representative of the consultant may withdraw a consultant's response or SOQ at any time prior to the RFQ Submission Deadline date, by submitting to TRSWA a letter, signed by an authorized representative of the consultant on their letterhead. Consultants may amend their SOQ at any time prior to the RFQ Submission Deadline date by withdrawing their original SOQ submitting a new SOQ. Amendments by telephone, facsimile and/or email will not be accepted.

#### **J. Errors and Non-Endorsement**

Should a consultant note an error or omission in any of the RFQ documents or should a consultant be in doubt as to the meaning of any part of the RFQ documents, the consultant shall notify TRSWA in writing (mailed or emailed) no later than five (5) days prior to the RFQ Submission Deadline. If TRSWA determines that a correction, explanation, or interpretation is necessary or desirable, TRSWA will issue an Addendum. TRSWA shall not be liable for any errors or omissions in any part of this document.

If TRSWA awards a contract for this RFQ, the successful consultant shall not issue any news release or other statement relating to the award or servicing of the agreement which state or imply TRSWA's endorsement of the successful consultant's services.

### **III. SCOPE OF WORK**

#### **A. Scope of Work**

TRSWA is seeking the services of a professional consultant experienced and capable of providing complete and comprehensive solid waste management consulting services in accordance with South Carolina's Solid Waste Management Regulations (SCSWMR) and permit requirements. These services could potentially include, but are not limited to:

1. Solid Waste Management Consulting
  - a. General solid waste management consulting
  - b. Presentations to the County Council and/or public meetings
  - c. Assistance in amendment of Solid Waste Management Plan
  - d. Future site development consulting
  - e. Landfill planning, design, and permitting
  - f. Annual Class 3 Capacity Study & Reporting
  - g. State and federal regulatory compliance assistance

- h. Preparation of regulatory report as necessary
- i. Operational training and operations management services
- j. Assistance in the development of any necessary bid documents
- k. Stormwater management planning, design, and implementation, and
- l. Construction management and quality assurance services

2. Environmental Monitoring Services

- a. Provide general environmental consulting for solid waste facilities and operations
- b. Provide data management and validation
- c. Provide regulatory reporting, correspondence, and negotiation of behalf of TRSWA
- d. Prepare presentations to the County Councils and/or public meetings
- e. Prepare corrective action planning and design

3. Class 3 Landfill Cell Design and Permitting

- a. TRSWA will initially require design of the next Class 3 landfill cell to be available to use by December 31, 2028. The consultant will need to complete an initial design and engineering cost estimate by December 31, 2024. The successful consultant will assist TRSWA in meeting with County Councils and public hearing for funding for the next cell in 2025. Final cell design, permitting, and cell construction will follow in 2026 to 2028.

B. Pricing and Staff Rates

The Consultant must provide a current list of firm personnel and their rates who may provide services to TRSWA.

IV. ADDITIONAL PROVISIONS

A. Indemnity

The chosen consultant must indemnify and hold harmless TRSWA, its officers, agents, and employees from any and all actions, causes of action, claims, liabilities, damages, and the like, including but not limited to the failure of the consultant to comply with South Carolina laws and regulations.

B. Insurance

1. Upon award of potential contractual arrangements associated with this RFQ, the consultant must provide documentation evidencing South Carolina statutory Workers' Compensation coverage insurance. Consultant must also maintain a policy or policies of Auto Liability including Hired and Non-Owned Coverage, General Liability insurance against liability for injury to, and death of, persons, and damage to, and destruction of, property arising out of, or based upon, any act or omission of the consultant or any of its subcontractors of their respective officers, directors, employees, or agents. Such General Liability insurance must have limits of \$1,000,000 per occurrence, \$2,000,000 aggregate limit.
2. **A copy of the Certificate of Insurance and Worker's Compensation coverage must be included upon award of potential contract, proposal, or bid.**



3. The selected consultant, prior to commencing work hereunder, at their expense, shall furnish an insurance certificate showing the Certificate Holder as Three Rivers Solid Waste Authority, 9900 Atomic Road, PO Box 569, Jackson, South Carolina, 29831, with a special notation naming Three Rivers Solid Waste Authority as Additional Insured on the liability coverage.
4. Coverage should be provided by an insurer rated "A" or better by A.M. Best.
5. If the chosen Consultant is not a South Carolina domiciled company, then South Carolina must be included on the declarations page under 3.C "other states insurance" on the Certificate of Insurance Acord Form.

C. Licensing

TRSWA requires the consultant to be qualified and licensed to perform business and engineering services in the State of South Carolina. Proof of such licensure, qualifications, and permits may be requested by TRSWA. It is the consultant's responsibility to be properly licensed for the work they will be performing on this project, including but not limited to, South Carolina Contractor's Licensure, if required. The consultant is also responsible for ensuring that all Subcontractors are properly licensed for the work they will be performing.

D. Laws and Regulations

The consultant shall comply with all applicable statutes, laws, regulations, and ordinances whether Federal, State, Local or otherwise, at all times during the performance of services if and when under contract.

**V. RFQ SUBMISSION FORMS**

Form # V1

**CONSULTANT INFORMATION FORM**

CONSULTANT: \_\_\_\_\_

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

CITY, STATE, & ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRIMARY CONTACT & TITLE: \_\_\_\_\_

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

COMPANY WEBSITE: \_\_\_\_\_

TYPE OF BUSINESS (Sole Proprietor, Corporation, Partnership, etc.): \_\_\_\_\_

TAXPAYER IDENTIFICATION NUMBER: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_

DOES YOUR COMPANY POSSESS GENERAL LIABILITY & WORKERS COMPENSATION INSURANCE AS SPECIFIED IN THIS RFQ? YES: \_\_\_\_\_ NO: \_\_\_\_\_

**CONSULTANT:**

**WITNESS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Form # V2

# CONSULTANT REFERENCES FORM

CONSULTANT: \_\_\_\_\_

REFERENCE # 1: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

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

REFERENCE # 2: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

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

REFERENCE # 3: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

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