



**CITY OF CONCORD  
ENGINEERING DEPARTMENT  
850 WARREN C. COLEMAN BLVD.  
P. O. BOX 308  
CONCORD, NC 28026-0308**

**CITY OF CONCORD BID/RFQ # 2235  
REQUEST FOR QUALIFICATIONS  
FROM CONSULTANTS INTERESTED IN ASSESSMENT OF A  
PRE-REGULATORY INACTIVE HAZARDOUS WASTE LANDFILL  
PER NCDENR STATE PROGRAM  
LES MYERS PARK  
LAWNDALE AVENUE  
CONCORD, NORTH CAROLINA  
CITY OF CONCORD PROJECT #2002-049**

**APRIL 8, 2014**

## **PROJECT BACKGROUND**

The City of Concord is the responsible owner of a pre-1983, or a 'Pre-Regulatory', inactive hazardous waste landfill, which was also a municipal solid waste landfill. It is located at 338 Lawndale Avenue, near the intersection of NC Highway 3, in Concord, North Carolina. This site is known to have been used for the disposal of municipal waste since the early 1940s and 1950s and contained a solid waste incinerator in the 1950s. Waste disposal operations ended at the facility in the early 1960s, and became a municipal park beginning in 1967. The site remains today a functioning and appealing city park facility containing parking areas, playground, tennis courts, baseball fields, picnic shelters, outdoor auditorium, and the CT Sherrill building, kitchen, restroom facility, landscaped areas, open space, sidewalks, and greenway.

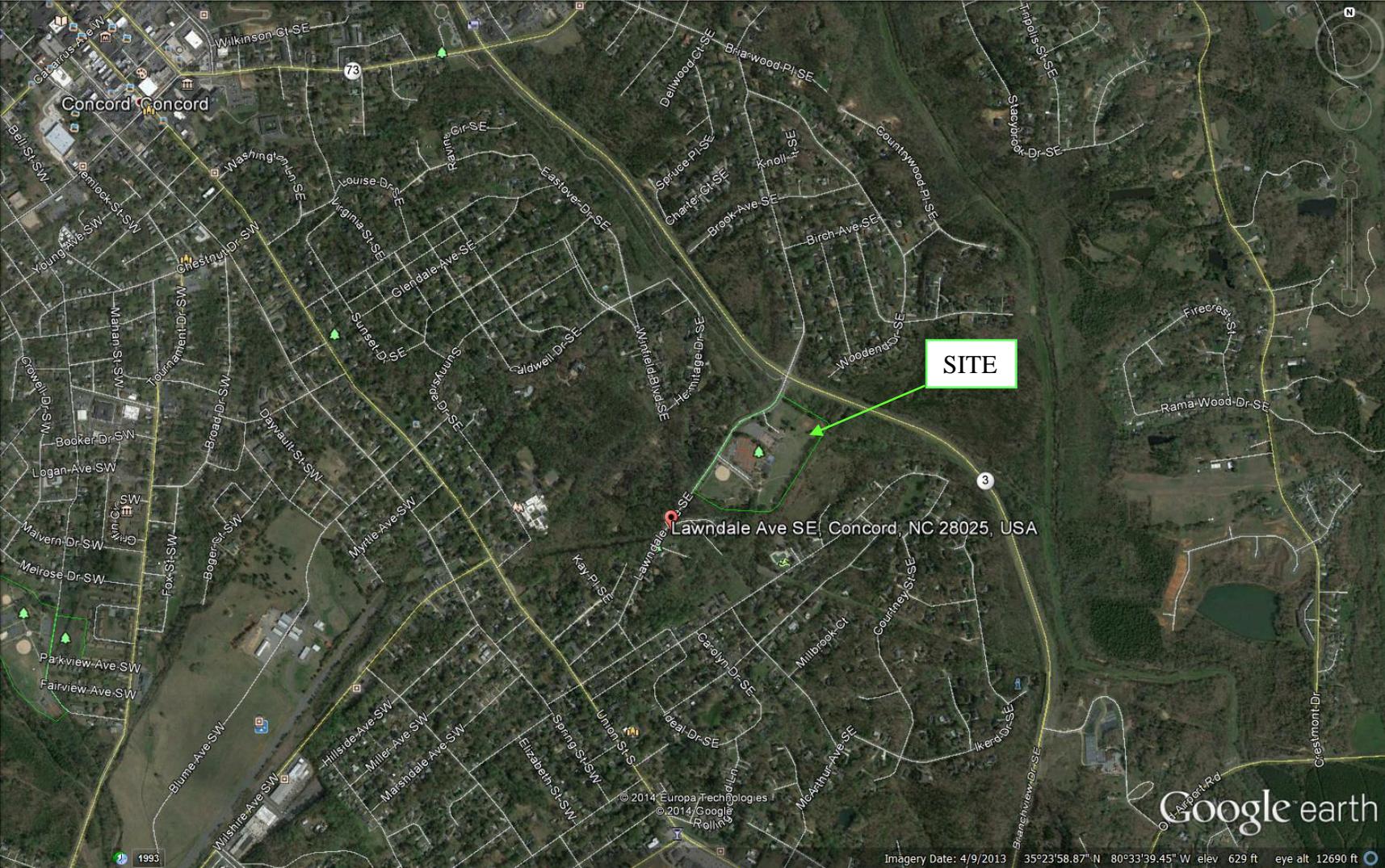
A portion of the site was discovered to contain previously buried lead-acid battery casings upon initiation of construction of a planned additional basketball court and bathroom facility in 2001. Work was immediately halted in this vicinity, and a Site Notification report was submitted to the North Carolina Department of Environment and Natural Resources (NCDENR) at this time by a consultant hired by the City of Concord.

A subsequent lead assessment and interim remedial measure (IRM) was installed, or temporary landfill cap consisting of clay cover, and report was completed, and also submitted to NCDENR by a contractor and consultant team hired by the City of Concord in 2002.

These reports and correspondence are available for review at the NCDENR website portal, or in person during regular business hours at the City of Concord Engineering Department facilities upon giving a 24-hour notification.

The City of Concord recently voluntarily applied to become eligible to participate in the State program for reimbursement in order to eventually bring the site to a full closure through the assessment phase and in the future with a State-led remedial phase of work. . This publicly advertised RFQ follows with this process. The goal of this effort is to have a park facility that is fully utilized to its greatest potential while protecting Concord's citizens, our community, and the environment in the best interest of our health and safety. With the State's assistance through the available program, we believe we can achieve this goal.

**PROJECT LOCATION MAP**



## **PROJECT SCOPE AND FUTURE PROFESSIONAL SERVICES CONTRACT**

Future contract work shall include, and the scope of the work shall be, but is not limited to, the following:

1. The selected consultant shall follow NCDENR's applicable **Guidelines for Addressing Pre-Regulatory Landfills & Dumps, December 2013, outlined in North Carolina State Senate Bill SB1492, and shall be incorporated herein by reference.**  
See <http://portal.ncdenr.org/web/wm/sf/ihs/ihsoldlf>
2. This RFQ and the future contract between the City of Concord and selected consultant will comply with **Articles 3D and 8 of Chapter 143 of North Carolina General Statutes, and shall be incorporated herein by reference.**
3. Representatives from the City of Concord, NCDENR, and the selected Consultant, shall meet together regularly, for guidance on the initial work plan to gain consensus on the work plan prior to implementation.
4. The City of Concord shall provide in the beginning stage, a detailed property survey prepared by the City Surveyor.
5. All engineering work must be performed by an engineer licensed in the State of North Carolina.
6. The work plan will consist of assessment of the existing site in order to delineate both the municipal and hazardous waste.
7. The City of Concord will make payments to the consultant based upon the completion of tasks and the receipt of progress reports based upon NCDENR's approved pre-regulatory task summary descriptions and fee schedule, along with summary of activities for the time period, adherence to time schedule and budget, and periodic summary of projected activities for the next time period, and/or written summary of any problems encountered during the time period. NCDENR Fee Schedule and Descriptions will be incorporated into the negotiated contract as an attached Exhibit.
8. The selected consultant shall prepare and maintain all necessary reimbursement backup documentation and required reporting accounting paperwork and assist in processing reimbursement requests to NCDENR for the required and approved assessment work for the City of Concord.
9. Although no percentage is assigned, it is an absolute requirement of the City of Concord that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the Construction Management firm to ensure compliance with this requirement.
10. The City of Concord panel will negotiate a contract with the top rated firm following selection. If a contract cannot be successfully negotiated with the top rated firm, the panel will proceed to the second rated firm.
11. Equal Employment Opportunity - The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.
12. This RFQ document shall be incorporated into the future negotiated Contract Documents as an attached Exhibit.
13. City of Concord requires that all Vendors must utilize the federal E-Verify program and must provide an E-Verify Affidavit at time of contract signature.

## **RFQ SUBMITTAL REQUIREMENTS**

**Firms should have no contact related to this project with elected officials or appointed officials during the RFQ process.** Any such contact will subject the firm to immediate disqualification for consideration for this project. A committee will first screen the RFQ applicants and then narrow them to three or four and will conduct interviews and make the selection recommendation.

The selection of the qualified consulting firm will be based on the totality of the circumstances of the qualifications of the firm as presented in the detailed qualifications statement set forth below. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality of the circumstances reflecting positively or negatively on the qualifications of the firm. Qualification Statements should clearly and concisely address the following:

- Firm name and location of office where work will be performed, including project manager and any known sub-consultants.
- Experience in similar assessment of closed landfills and/or hazardous waste sites
- Similar experience with publicly funded projects and/or governmental projects in North Carolina.
- Brief overview and history of the firm.
- Experience with municipal landfills.
- The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
- Other work commitments of the specified key personnel during this project time frame.
- Client references for related governmental, institutional (hospitals, universities, etc.) or similar private contracts, for work done in the past ten years, including name, address, telephone number and contact person most involved with the project.
- Historical data on at least three comparable projects completed over the past ten years showing schedule performance and change order history, including original budget, pre-bid estimate, guaranteed maximum price, if applicable, and final cost.
- History, if any, of prior involvement with the project described herein.
- Management of projects with required Disadvantaged Minority Business Enterprises programs.
- Documentation of any history of litigation associated with project performance and/or professional liability.
- Documentation of the firm's safety history.
- The submission should be limited to 15 pages, printed one side, on 8-1/2" paper, and single-spaced. Front and back covers and transmittal letter are not considered a part of the 15-page submittal. Submissions exceeding the 15-page limitation will not be considered. **Seven (7) copies of the statement of qualifications are due no later than 2:00 p.m. on April 29, 2014. The mailing address for submittals is:**

**City of Concord Engineering Department  
Attn Jana E Churchwell, EI, Project Engineer  
PO Box 308  
850 Warren C Coleman Blvd, Concord, NC 28026 - 0308**

## SELECTION CRITERIA

The considerations below, with their weighted scores, will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel. The panel will narrow the applicants to a number of firms from between three to five firms and then may conduct interviews or provide opportunity for presentations of qualifications. Actual interviews may be conducted after review of the responses by interested firms.

The firm's recent experience, knowledge, and familiarity in the management of similar projects and the firm's demonstrated ability in incorporating the client's preferences. 45%

The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the Concord elected officials and with minimal to no change orders. 15%

The firm's ability to meet a time schedule established for the work 15%

The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project. 20%

The firm's ethical and professional standing and satisfactory performance on any previous contracts with the City of Concord including a positive client relationship, commitment to the project budget and sufficient supervision of the project. 10%

Firms not selected for interviews will be notified. Questions concerning purchasing policy or finance procedures should be directed to Sid Talbert, Purchasing Manager, at 704-920-5441.

Questions regarding request for qualifications and/or selection procedures or technical questions should be directed to Jana E Churchwell, EI, Project Engineer, 704-920-5405.

The City of Concord reserves the right to reject any and all statements of interest. It is anticipated that a firm will be selected and notified by no later than June 2014.