



ADVERTISEMENT REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEER SERVICES ROSTER

The Southern Idaho Regional Solid Waste District (District) is soliciting Statements of Qualifications (SOQ's) from firms licensed in the State of Idaho to fill a roster of individual firms capable of providing Professional Engineering Services associated with Solid Waste Facilities Planning. The selected firms will be required to work closely with District staff to complete various engineering, planning, and capital improvement projects. Interested firms are invited to submit their SOQ's for performing this work. This Notice is being published in compliance with Idaho Code Section 67-2320(2)(g).

A Request for Qualifications summary, including a description of the SOQ submittal/review process and an abbreviated general scope of services, is available upon request by contacting Nate Francisco at nfrancisco@sisw.org or picked up in person at:

Southern Idaho Solid Waste
Administrative Office
1050 W 400 S
Burley, ID 83318

Complete digital documents may also be viewed at the District website at: www.sisw.org – click on “About” / “Bid Opportunities” / “SOQ – Professional Engineering Services Roster”.

All submitted SOQ's will be reviewed and rated by the District's selection committee. All proposals must be received by the District by 1:00 pm MST, February 11, 2022. Proposals may be sent to Nate Francisco at PO Box 159 Burley, ID 83318 or delivered in person to the District Administrative Office at the address listed above.

Questions and clarifications pertaining to this RFQ must be provided in writing. If necessary, replies will be made in the form of an addendum and forwarded to prospective respondents who have provided their contact information. In order to receive addenda to the RFQ, the prospective respondent must email contact information to nfrancisco@sisw.org and receive a confirming email that the request has been received. All questions must be emailed to nfrancisco@sisw.org and received no later than January 31, 2022, at 5:00 p.m. MST.

Publish January 17^d and January 24th, 2022

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING SERVICES ROSTER

Categories 1, 2, 3 and 4.

QUALIFICATIONS MUST BE RECEIVED
PRIOR TO 1:00 P.M. February 11, 2022

DELIVER TO:

SOUTHERN IDAHO SOLID WASTE
ADMINISTRATIVE OFFICE
1050 W 400 S BURLEY, ID 83318

MAIL TO:

SOUTHERN IDAHO SOLID WASTE
ATT: NATE FRANCISCO
P.O. BOX 159 BURLEY, ID 83318

NAME AND ADDRESS OF CONSULTANT SUBMITTING QUALIFICATIONS

NAME: _____

ADDRESS: _____

REQUEST FOR QUALIFICATIONS

SOUTHERN IDAHO SOLID WASTE BURLEY, ID 83318

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1.0 INVITATION TO SUBMIT

The Southern Idaho Regional Solid Waste District (District) is soliciting Statements of Qualifications (SOQ's) to fill a roster of individual firms capable of providing Professional Engineering Services Associated with Solid Waste Facilities Planning to assist the District in completing selected engineering and capital improvement projects. Responses submitted in a sealed envelope clearly marked **SOQ- Professional Engineering Services Roster** will be accepted at the Southern Idaho Solid Waste Administration Building, 1050 W 400 S Burley, ID 83318 until **Friday, February 11, 2022 at 1 p.m., Mountain Time.**

A review of qualifications will be conducted the week of February 14, 2022 and a list of qualified consultants will be created to be approved at the February SISW Board of Directors Meeting.

The selected firms will be required to work closely with District staff to complete various engineering, planning, design, and capital improvement projects.

1.1 Purpose and Process

The District has experienced a significant increase in the need for supplemental engineering services over the past several years and expects the trend to continue for the foreseeable future. This Request for Qualifications (RFQ) will establish a roster of engineering firms in accordance with State of Idaho Professional Services Procurement Guidelines described in Idaho State Statute 67-2320. The selected firms will assist District Staff with our current and projected workload involving capital projects and other engineering activities. The District expects to contract with several consultants per each category. Any resultant notification or agreement will not be a guarantee to purchase services.

This RFQ is not for a specific project. It may be utilized to secure professional services under individual agreements for projects that are either District funded, or funded by other public agencies where the agency does not require an alternative selection process. Services will be obtained on an as-needed basis, and the District makes no representations as to the actual amount of service, if any, to be obtained from any particular firm. The District will negotiate separate agreements for these specific projects as the need arises. Each agreement will identify the specific type of services, scope of work, fee, and terms of payment for services.

1.2 Open Categories

Consulting firms are welcome to submit qualifications for one or more of the following categories:

Category 1: Project Management, Planning, Permitting, and Feasibility Services

Category 2: Solid Waste Landfill Engineering and Design Services

Category 3: Pumpable Waste Facilities Engineering and Design Services

Category 4: Solid Waste Transfer Station Engineering and Design Services

2.0 General Scope of Work

On Call Consultant Services

The tasks listed below are a general example of those that will be required to be completed by the consultants in each category. Other peripheral tasks and duties may be assigned as necessary to meet the District's needs.

Category 1 – Project Management, Planning, Permitting, and Feasibility Services

This category includes professional services for a variety of projects throughout the District that may involve project management, planning, application of permits, and feasibility studies that relate to solid waste management. Qualified firms will be required to perform all necessary field and office work needed to carry out these or similar activities:

- Construction Project Management
- Construction Quality Assurance
- Long-term Planning
- Drafting and/or Updating Operations Plans
- Application of Permits
- Grant Writing
- Salary Surveys
- Environmental Audits and Planning
- Transportation Logistics Planning
- Safety Audits and Planning
- Financial Feasibility Studies
- Cost Estimating

Category 2 – Solid Waste Landfill Engineering and Design Services

The District operates a RCRA Subtitle D Municipal Solid Waste Landfill. This category involves engineering design and technical services relating to maintenance, improvements, expansions, and closures of the Landfill.

The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and/or plans and specifications for projects involving:

- Landfill Cell Expansions

- Auxiliary Structure Design
- Landfill Gas Collection and Control System Expansions and Improvements
- Landfill Cell Closures
- Leachate Recirculation and Bioreactor Landfill Infrastructure Design
- Groundwater Monitoring Activities
- Groundwater Monitoring Well Design and Construction
- General Structural Design and Construction
- Landfill Lift Development and CAD Design for GPS Integration

Other tasks and duties may be assigned as necessary.

Category 3 – Pumpable Waste Facilities Engineering and Design Services

The District operates pumpable waste disposal facilities at three locations. This category involves engineering design and technical services relating to maintenance, improvements, and expansions of these facilities. Knowledge of wastewater treatment facility design, operations, and maintenance is necessary.

The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and/or plans and specifications for projects involving:

- Updating Pumpable Waste Facilities
- Expanding Pumpable Waste Facilities
- Maintenance and Quality Assurance of Pumpable Waste Facilities
- Developing Acceptance Procedures and Operations Plans
- New Pumpable Waste Facility Design and Construction

Other tasks and duties may be assigned as necessary.

Category 4 – Solid Waste Transfer Station Engineering and Design Services

The District operates a series of thirteen solid waste transfer stations and roll-off stations across seven counties in southern Idaho. This category involves engineering design and technical services relating to maintenance, improvements, and expansions of these facilities.

The consultant may be required to prepare technical memorandums, engineering studies, design reports, surveys, and/or plans and specifications for projects involving:

- Transfer Station Expansion
- Transfer Station Improvements
- Transfer Station Maintenance
- New Transfer Station Design and Construction

- Transfer Station Site Layout and Process Planning
- Scalehouse Infrastructure Design and Construction
- Safety Infrastructure Design and Construction
- Transfer Station Siting Studies

Other tasks and duties may be assigned as necessary.

3.0 CONSULTANT SERVICES NOTIFICATION AND AGREEMENTS

Selected consultants will be notified by SISW staff following the review by the selection committee and approval by the SISW Board of Directors. The selected consultants will be eligible to be considered for an individual agreement as the District's need arises. The District must approve the scope of work, budget, and design schedule proposed by the selected consultant for each individual agreement.

4.0 SUBMISSION REQUIREMENTS

One (1) original (clearly marked ORIGINAL), Three (3) copies, and One (1) digital version of the SOQ enclosed in a sealed package. Sealed packages must be received no later than the advertised due date.

4.1 General

An SOQ package meeting all the criteria outlined in the RFQ, including requested number of copies, should be prepared for submittal to the District. Proposers may address one or more categories of work in their SOQ. The District recommends that the Proposer's SOQ be limited to no more than ten (10) single sided pages or five (5) double sided pages per category listed (not including the cover letter, resumes, and Signature Sheet). Proposers are solely responsible for all costs incurred in the development and submission of qualifications or any other presentations whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process.

All materials submitted in response to this RFQ, except for proprietary materials, become the property of the District. Any proprietary information in a qualification submittal must be designated clearly and should be bound separately, as an appendix, and labeled with the words "Proprietary Information." Appropriate references to this information must appear in the body of the SOQ. An entire SOQ marked "Proprietary Information" will not be accepted.

Proposers should be aware that the District is required by law to make its records available for public inspection with certain exceptions. It is the District's belief that this

legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the Proposer, by submission of materials marked "proprietary," acknowledges and agrees that the District will have no obligation or liability to the Proposer in the event that the District is required to disclose these materials.

4.2 Specific Information to be Provided in the SOQ

Statements of Qualifications (SOQ's) are to be submitted in a format that allows uniform review and easy access to information by the Selection Committee.

To assist in the selection process, Statements of Qualifications shall contain the following information:

4.3 Letter of Introduction

Clearly state the subject categories that your firm wishes to be considered for and generally describe your firm's expertise regarding those categories and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact for the Statement of Qualifications. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

4.4 For Each Category:

Submittal shall contain a discrete section for each category. Each category section shall be maximum ten (10) pages single sided or five (5) double sided pages, 8 ½ x 11 inches, 12-point font minimum, and shall include the following:

4.5 Project Manager's Experience

Identify the project manager(s) who would be responsible for the category of work. Provide a description of the relevant public entity experience and include references. Public entity engineering and project experience is required, along with the appropriate licenses. Discuss the project manager's approach and how it will ensure the District gets the optimum product or service for public funds.

4.6 Project Management Approach

Describe the approach your firm would take to manage your role as an on-call engineering firm for projects valued over \$50,000 from the perspective of budget compliance, schedule compliance, quality control and team communications. Demonstrate schedule and budget compliance on past projects.

4.7 Personnel

Describe the project team for each category including name and office location of key personnel (including any important sub-consultants). Describe the proposed roles and responsibilities of key personnel and their relevant experience working with public entities. List key projects the project team has worked on in the past 5 years.

4.8 Experience

Briefly describe or list projects executed by your firm that demonstrate relevant experience. Projects your firm has performed for public entities should be emphasized. Select five projects relevant to the scope of work and provide a more detailed description. Include the name, address, email address, and phone number of a person (currently with the public entity) who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. List experience in design and construction projects incorporating Idaho Standards for Public Works Construction (ISPWC) and/or Local Agency Standards.

4.9 Resumes

One copy of all resumes of Project Managers and Key Staff must be provided as an appendix with each copy of your submittal.

4.10 Addenda

Any addenda supplementing this RFQ document and issued prior to the SOQ deadline shall be made a part of the SOQ. Failure to acknowledge addenda may result in an SOQ being deemed non-responsive.

4.11 Other

Relevant information the consultant wishes to include that is not listed above.

Please note that the Letter of Introduction, Table of Contents, Dividers, Resume Appendix, and Signature page will not be counted as part of the total sheet count.

Due to our typically heavy workload, there will be no pre-submittal or post process meetings with potential or actual responders to this RFQ. Questions shall be submitted by email only to Environmental Manager, Nate Francisco, nfrancisco@sisw.org.

5.0 SELECTION PROCESS

The Statements of Qualifications will be reviewed and evaluated by a selection committee. The selection committee will use, but will not be limited to, the following criteria for the consultant selection.

- A. (25%) Project Manager's Relevant Experience
- B. (10%) Project Management Approach
- C. (20%) Experience of Personnel likely to be assigned to projects for each category
- D. (20%) The location and availability of qualified personnel, including the Project Manager
- E. (25%) Related Work - The nature, quality, and relevance of recently completed work, the respondent's record of meeting project schedules and deadlines, and the respondent's adherence to project budget

If insufficient information is submitted, the District reserves the right to reject the SOQ, request additional information, and/or to interview firms to discuss their SOQ.

If selected for award, respondent agrees to execute and deliver to the District, a copy of the applicable insurance certificates. The District reserves the right to request insurance certificates naming the District as an additional insured on subsequent task orders.

Term. The selected applicants will remain on the Districts Professional Engineering Services Roster for a total of 5-years from the date of bid opening or until another RFQ is published for the purposes of establishing a Professional Engineering Services Roster in these categories, whichever is sooner.

7.0 SIGNATURE
PAGE

The undersigned declares: that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this Qualifications; that the undersigned is informed of all relevant facts surrounding the preparation and submission of this Request for Qualifications, that the undersigned knows and represents and warrants to the Southern Idaho Regional Solid Waste District that this Request for Qualifications is prepared and submitted without collusion with any other person, business entity, or corporation with any interest in this Request for Qualifications.

I declare under penalty of perjury that the foregoing is true and correct.

Respondents Business Name: _____

Business Address: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

Note: If respondent is a corporation, give State of incorporation; if a partnership or joint venture, give full names of all partners or joint ventures.

State of Idaho License #

Respondent certifies that he/she is currently a registered professional the qualification proposal and licensed to perform such work in the State of Idaho.