REQUEST FOR QUALIFICATIONS

FOR SOLID WASTE ENGINEERING PROFESSIONAL SERVICES

INTRODUCTION

The City of Myrtle Beach is requesting Statement of Qualifications (SOQ's) from a qualified Solid Waste Engineering Professional for the Planning, State Permitting, Design, Construction Services and Project Closeout for new Solid Waste Facilities. These facilities will include a New Top Load Transfer Station, Residential Drop-Off Convenience Center and a Yard Waste Composting Operation. The existing Solid Waste Facility is located at 3221 Mr. Joe White Avenue, Myrtle Beach, South Carolina. See Appendix "A" for existing Site Plan and associated Facility Improvement Summaries.

DISCUSSION

Following the selection of a Solid Waste Engineering Firm, the next critical step in our RFQ process will be the development of a Design Service Agreement. The following is an attempt to provide general guidance to any firm interested in submitting an SOQ for this Request for Qualifications:

- The design of a New Top Load Transfer Station.
- The design of a Residential Drop-Off Convenience Center.
- The design of a Yard Waste Composting Operation.
- The Solid Waste Engineering Firm will need to document their experience managing projects of this type with City/County Government staff, Public Information Meetings and required City Council presentations.

COVER LETTER (TAB 1)

The cover letter shall briefly introduce your firm and any sub-consultant team members, as well as:

- Designate your Project Managers and why they were chosen for this project;
- Specify the location of your local office from where, the project activities will be managed;
- List the individual with signatory authority to enter into an agreement with The City of Myrtle Beach;
- Provide contact information for any follow-up questions regarding this RFQ.

FIRM BACKGROUND (TAB 2)

Provide a general description of the capabilities of your firm, including information related to its history, overall size, and local South Carolina resources with direct emphasis on Solid Waste Management experience.

PROJECT TEAM (TAB 3)

Provide a Project Team organizational chart identifying the team members proposed for this assignment, their availability, and a brief biography of each team member to include specific experience, project role, and office location. Only staff to be directly involved in the execution of the project shall be included with particular attention given to the Project Manager and technical staff.

QUALIFICATIONS AND EXPERIENCE (TAB 4)

Briefly summarize the project teams experience working with local City/County Government and State regulatory agencies within the last 10 years. The qualification package should only include information about projects managed or worked on by key personal listed in the organization chart described above. Provide references (minimum 3 projects) for each Solid Waste segment including name, position, physical address, phone number, and email address.

PROJECT UNDERSTANDING AND APPROCH (TAB 5)

Based upon the information presented herein, provide a description of the overall approach the firm will take to complete this project.

WHY YOUR FIRM SHOULD BE SELECTED FOR THIS PROJECT (TAB 6)

In no more than one (1) page, please provide a summary of why your firm is the best qualified and should be selected for this multi-phase project scope of work.

RESPONSE EVALUATION

The City of Myrtle Beach will identify an internal team of professionals to independently review and rank the responses received utilizing the following point system:

- Reputation, Quality and Experience of the Firm — 30 points
- Proposed project team — 30 points
- Overall project management approach — 20 points
- Project understanding and approach — 20 points

The Solid Waste Engineering Professional Firm will need to submit one (1) original and five (5) copies of their proposal on or before October 30, 2019 by close of business on that day by no later 5 PM. The SOQ's needs to be placed in a sealed envelope labeled Solid Waste Engineering Services along with the submitter's name clearly indicated on the envelope. The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm.

SOQ's should be submitted in three ring binders or spiral bound, tabbed for each section as outlined above. The total length of the proposal, including the cover letter, should not be any more than 20 pages. Font size should be no smaller than Arial Narrow 11 point. Key personnel resumes may also be provided as an appendix to the document and will not count against the page limit for this submittal. Section dividers will also not count toward the 20-page limit.

It is anticipated that the review of qualifications are tentatively scheduled to be completed by November 15, 2019. Interviews may or may not be conducted after that time. All firms submitting will be notified of the results of the selection process.

EVALUATION COMMITTEE

The responses received will be independently evaluated by a review committee who will work together to arrive at a final ranking of all submittals. The committee will then make a recommendation to the Assistant City Manager.

The Committee reserves the right to conduct interviews with a short list of responders if it deems this will improve the selection process.

The City of Myrtle Beach understands and appreciates the significant effort by each firm responding to this RFQ. Please be assured the Review Committee respects your participation in this process and will make every effort to provide every submittal a fair review.

Following the selection of a Solid Waste Professional Firm, the next critical step involves the development of a scope of work to complete the Planning, Design, State Permitting, Construction Services and Project Closeout services agreement for each of the designated Solid Waste Facilities outlined in this RFQ.

City of Myrtle Beach

New Top Load Transfer Station Facility

The City's existing transfer station was designed and built 40 years ago using compaction technology. With this type of facility, all waste is deposited on the transfer floor and pushed into a pit where a ram compacts the materials into a trailer. These trailers are transported to the SWA processing or disposal facility where materials are then pushed off the trailer. The existing transfer station represents the following challenges:

- Originally designed for low-volume homogenous waste streams (No room for separation, storage or recycling)
- Compaction system chute will not accommodate large bulky items
- Large ram compactors carry significant annual maintenance and utility costs
- Small transfer floor and compactor trailer system require the use of additional trucks and personnel
- Transfer trailers have a smaller capacity and can legally haul approximately 16 tons per truck

In a top-load facility design, a large tipping floor is constructed and operated for solid waste materials to be efficiently loaded into an open-top walking floor trailer. Walking floor trailers have a loaded capacity of 21 - 22 tons and are easily unloaded with a sliding slat floor at the respective disposal facility. Top-load facilities represent the following operational improvements:

- Trailers can be loaded faster with a top loading facility with no size restriction for bulky materials
- Walking floor trailers include an increased hauling capacity of 21 - 22 tons per trailer
- The additional tipping floor capacity of this facility could be used to generate additional revenues
- Large tipping floor will allow for solid waste material separation for increased recycling and waste diversion

City of Myrtle Beach

Residential Drop-off Convenience Center

Our Proposed Convenience Drop-Off Center at the Transfer Station will be open Monday through Friday to service small residential loads. This will limit the number of smaller loads previously serviced at the Transfer Station and reserve the tipping floor for large commercial loads of garbage, recycling, yard waste and bulk waste materials. The following materials will be accepted at our new Convenience Drop-Off Center:

- Appliances
- Mattresses/Box Springs/Furniture
- Computers, Television Monitors (Limit 3)
- Other **Electronic Waste**
- Yard Trimmings/Brush/Clean lumber
- Single stream recycling to include: Newspaper and inserts, Notebook and computer paper, cardboard boxes, cereal and snack boxes, glass bottles, jugs and jars, phone books, junk mail, magazines, plastic jugs and bottles (No. 1 – No. 7), aluminum cans, steel and aerosol.
- Scrap Metal

No C&D waste will be accepted such as mixed lumber with nails, plywood, brick, block, carpet and padding, shingles, windows, doors, fiberglass bath fixtures, tile, ceramic etc. that originate from the construction or tear down of a structure. These items along with mixed drywall, dirt, and concrete will be accepted Monday through Friday at the Transfer Station at the posted tonnage rate.

City of Myrtle Beach

Yard Waste Composting Operations

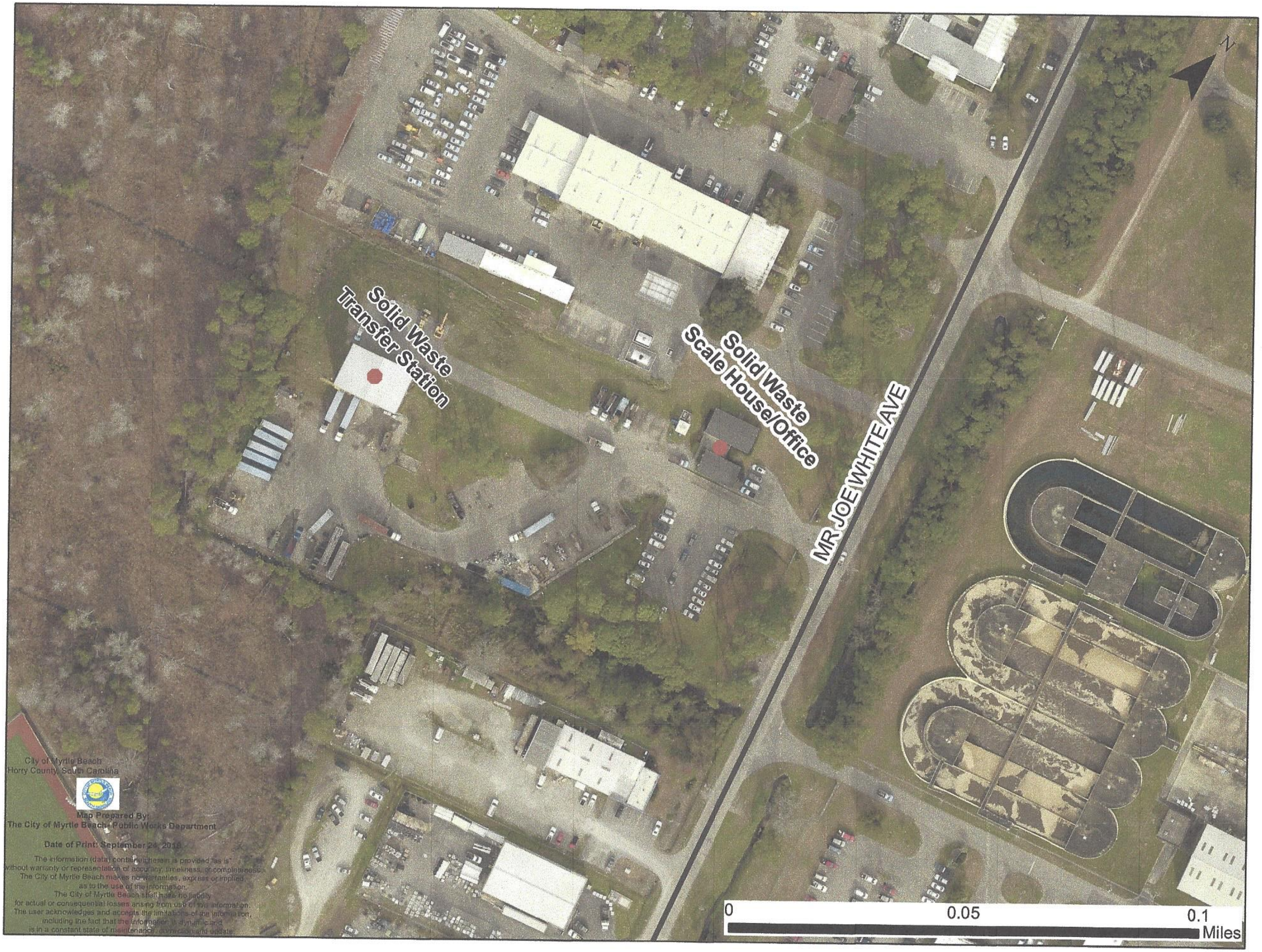
Composting is a process involving the natural decomposition of organic materials into a nutrient rich soil amendment. The main composting amendments used in this process are yard debris materials generated from the City's curbside collection program as well as private haulers/landscapers. The city currently generates approximately 5,000 tons of yard debris each year not including private participation. Yard waste materials include grass clippings, leaf mulch and tree limbs/small diameter land clearing debris. As a part of recycling and sustainability initiatives across the U.S., other products such as food waste are now being diverted from MSW Landfills and re-used as a compost additive. Through education and the promotion of composting sites such as this, restaurants, hotels, schools, hospitals, grocery stores, food processors, caterers and event facilities can segregate this re-useable organic product in the future to enhance our compost products.

In this operation, our proposed site will recycle 100% of all incoming material and produce rich soil amendments that can be used throughout the City. Our proposed facility will include the use of our existing scale-house/office, new grinding/processing area, product screening area, final mixing/cure pad and a 1.5 acre windrow processing area. The grass and leaf mulch materials will be placed in an outdoor windrow operation along with the ground mulch from limbs and land clearing debris. A subcontract horizontal grinder will be utilized on-site to reprocess all yard waste products. Based on the carbon-nitrogen ratio, a blend of the yard waste products will be arranged in neatly stacked windrows for composting. Each of the windrows will be turned as needed with a tractor or rubber tire loader to enhance bio-degradation. A grinding area will be situated on-site and will be heavily buffered with a dense natural tree line for screening. A trommel screen will also be subcontracted and will be located near the windrow storage site for screening of the final product to ensure consistency. This system will also be well buffered and maintained in an area away from property lines.

Time and temperature monitoring will be performed on all windrows to ensure that aerobic conditions are maintained during composting. A minimum temperature of 131 degrees or greater will be maintained in each windrow for 15 days. The windrows will be turned a minimum of five times during this high temperature period and water will be added as needed for moisture enhancement. The composting process is more efficient and production is much greater with materials collected in the spring and summer. It is recommended that a 30:1 carbon nitrogen ratio be achieved as a typical compost windrow is established. To meet this standard, two parts brown waste (clean wood, leaves and limb waste) to one part green waste (grass, freshly pruned branches, bushes, weeds and flowers) for a balanced mix. Yard waste compost is generated in 2 – 3 months when green waste is more available and the proper mixing ratio is maintained. In the fall and winter months, brown products are most prevalent increasing the biodegradation process with typical composting times of up to 6 months.

Finished compost has many applications for trees and landscaping, orchards, lawns, and makes an excellent potting mix for raised bed and organic gardens. In support of the City owned facilities, organic-rich compost will supply much needed soil amendments to enhance existing subsoil and provide nutrients to increase plant production. Compost can also be used for highway beautification projects, park and recreation facilities, high yield vegetable production, field crops, sod farms and green house crops. Our ultimate goal is to provide soil amendment products to our residents for yard beautification as well as local landscape businesses and other end users.

As required by SCDHEC, the City will complete all required engineering design and permitting for a Type One Composting site. Under a SCDHEC Composting Permit, we will adhere to all required buffers and operational criteria for this facility.


Solid Waste
Transfer Station
Solid Waste
Scale House/Office
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Miles
N
City of Myrtle Beach
Horry County, South Carolina
Map Prepared By:
The City of Myrtle Beach - Public Works Department
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