



**Henderson County Engineering**  
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**Memorandum To:** Interested Engineering Firms

**From:** Marcus A. Jones, P.E.  
Director

**Subject:** Request for Qualifications  
Solid Waste Master Plan Update

**Date:** August 17, 2018

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Henderson County Local Government is evaluating the operations and facilities at our Stoney Mountain Solid Waste facility (SMSWF). To assist in the process, the County is soliciting qualified engineering firms to update our Solid Waste Master Plan. A detail scope of service for the project can be found below. Interested firms should electronically submit their Statement of Qualifications to the following address in accordance with the instructions and guidance provided for herein, by **September 7, 2018**:

Marcus A. Jones, P.E.  
Director of Engineering  
County of Henderson  
[majones@hendersoncountync.org](mailto:majones@hendersoncountync.org)

**Proposed Scope of Service:**

1. Review permit and construction submittals for the SMSWF for information on the existing regulatory and operations status.
2. Evaluate existing operational procedures including the transfer station and drop-off facilities. Evaluation will include services provided, public access, operational issues, and capacity of the facilities.
3. Evaluate population trends and projected Henderson County population for the 10-year planning period based on current North Carolina Office of State Planning demographics.
4. Evaluate existing collection systems within the County (Convenience Center, municipal haulers and private haulers).

5. Evaluate the capacity of the existing facility to handle the projected MSW, construction & demolition, and diverted materials during the 10-year planning period. If the facility cannot handle the projected stream of materials, evaluate options for expanding the existing facility or locating a new facility at an off-site location.
6. Conduct input meetings with the Board of Commissioners / public, the Board's Environmental Advisory Committee, and MountainTrue (the local non-profit recycling organization). Incorporate the input into the updated plan.
7. Prepare overall Conceptual Site Plan for solid waste activities at the facility to fully utilize available area.
8. Prepare operational / policy recommendations.
9. Develop a timeline for development of the various facilities and policy recommendations.
10. Incorporate financial assessment into the overall plan, see section below for details.
11. Meet with County Engineer to present and discuss preliminary evaluations and conceptual plans.
12. Present the preliminary plan to the Environmental Advisory Committee.
13. Prepare written report to summarize the above information and present the report to the Henderson County Manager, Director of Engineering, Manager of Solid Waste Division, and Board of Commissioners.

#### Financial Assessment

1. Review and update financial information for the current program including current budget and past audits, collection of related user and user fee information, evaluation of current debt status and review existing solid waste plans and permits.
2. Update the Solid Waste Capital Improvements Plan incorporating capital recommendations from the draft Master Plan and scheduling recommended improvements within a 10 year time period, addressing capital financing assumptions for each proposed project and projecting future debt service requirements associated with capital projects.
3. Assess and update the Equipment Replacement plan to include in the CIP.
4. Evaluate Financial Options for the proposed capital improvement projects.
5. Update the Financial Analysis Model for the program including:
  - Projections for future revenues and expenditures
  - Assumptions related to financial issues for new programmatic initiatives

- New operating costs related to recommended capital improvements
  - Revenue adequacy for future capital and programmatic requirements
  - Future revenue options for maintaining self-sufficiency in the program.
6. The preliminary financial model will then be reviewed with the County Engineer.
  7. Incorporate the financial model and recommendations into the Master Plan.

**Format for Statements of Qualifications:**

Each proposal submitted in response to this solicitation should address the following elements:

1. A brief description of the firm and its program of services with emphasis on Solid Waste.
2. The project team and the individual qualifications of the members of the team.
3. A list of recent related project experience. The project experience of the project team and / or experience within Henderson County is particularly important. In addition, each project listed needs to have client contact information.
4. An explanation of the consultant's approach to addressing the proposed scope of services outlined in this document.
5. A project schedule.
6. A schedule of hourly compensation rates for the proposed project team.
7. Additional references.

From experience with the consultants and the above information, the following criteria will be used to evaluate the solicitations:

1. Project Team (30%)
2. Project Experience (30%)
3. Relationship(s) with Funding and / or Regulatory Agencies (20%)
4. Customer Service (20%)
  - a. Communication
  - b. Schedule Management
  - c. Budget Management

Thank you for your consideration regarding the future of Henderson County and should you have any questions or concerns, please email me at [majones@hendersoncountync.org](mailto:majones@hendersoncountync.org).