

**FAIRFIELD JOINT WATER AND SEWER SYSTEM**

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING SERVICES**

**FOR**

**WASTEWATER TREATMENT PLANT AND SYSTEM DESIGN, BID  
AND CONSTRUCTION ADMINISTRATION**

**Issued on: Friday, August 26, 2022**

**Deadline for Written Questions: Friday, October 14, 2022, at 10:00 a.m.**

**Due Date: Tuesday, November 1, 2022, at 10:00 a.m.**

The Fairfield Joint Water and Sewer System (“FJWSS”) is requesting responses from qualified engineering firms for engineering services in connection with the design, bid, and construction administration of a wastewater treatment plant, force main, and other wastewater system components. Your response to this Request for Qualifications (this “RFQ”) is appreciated. The following requirements and information should be used to prepare your response (a “Response”).

**SECTION 1  
GENERAL INFORMATION**

- 1.1** Responses to this RFQ will be considered as specified herein or attached hereto under the terms and conditions of the RFQ.
- 1.2** A Response must be made in the official name of the firm or individual under which business is conducted and must be signed by the individual duly authorized to legally bind the person, partnership, company, or corporation submitting the Response.
- 1.3** The Response shall be submitted in .pdf format (word searchable) and shall be submitted as set forth below. The Response must be complete and concise and shall not exceed ten single-side pages (8 ½ x 11), 10 pt. font minimum. The Response must be submitted by the specified deadline and in the specified manner in order to be considered. Respondents are solely responsible for any email delivery failure or any other reason that a Response is not received by the Response Deadline (as defined herein). Respondents are encouraged to email separately to confirm receipt.

**To be considered each Response must be received by no later than 10:00 a.m., on Tuesday, November 1, 2022 (the “Response Deadline”). Responses should be submitted as one electronic copy on a flash drive and seven hard copies, all to be included in a single sealed envelope, and submitted as follows:**

**By mail to:**

**Fairfield Joint Water and Sewer System  
c/o Fairfield County Procurement Office  
P.O. Drawer 60  
Winnsboro, SC 29180**

**Or by hand-delivery to:**

**Fairfield Joint Water and Sewer System  
c/o Fairfield County Procurement Office  
250 N. Walnut Street  
Winnsboro, SC 29180**

\* Respondents who experience difficulty submitting Responses should contact Cathy Washington, Fairfield County Procurement Manager (cathy.washington@fairfield.sc.gov), for further instructions.

- 1.4** Responses must have a cover page containing the following information:
- Business Name
  - Address
  - Title of RFQ
- 1.5** Fairfield Joint Water and Sewer System shall not be responsible for unidentified Responses.
- 1.6** Responses may be withdrawn by a Respondent prior to, but not after, the Response Deadline.
- 1.7** Incomplete Responses that do not contain all requested information will not be considered.
- 1.8** Respondent is responsible for requesting and receiving clarification of any ambiguities, errors, or omissions in this RFQ. Failure to request and receive such clarification by the deadline set forth in Section 1.11 below shall constitute a waiver of such ambiguity, error, or omission.
- 1.9** This solicitation does not commit FJWSS to award a contract, pay any cost incurred in the preparation of a Response, or to procure or contract for services. FJWSS reserves the right to reject all Responses.
- 1.10** Any changes or revisions to this RFQ will be emailed to those Respondents who have requested the RFQ in the form of an addendum. All addenda become part of this RFQ. All Respondents must acknowledge receipt of any addenda in their Response.
- 1.11** Respondents should direct all questions or requests for clarification concerning any part of this RFQ to Cathy Washington, Fairfield County Procurement Manager ([cathy.washington@fairfield.sc.gov](mailto:cathy.washington@fairfield.sc.gov)). All questions and responses and clarifications will be emailed to Respondents in the form of an addendum. The deadline for questions or requests for clarification is Friday, October 14, 2022, at 10:00 a.m. Any responses to questions or requests for clarification will be emailed to those Respondents who have requested the RFQ within 7 days of the deadline therefor.

## **SECTION 2 SCOPE OF SERVICES**

- 2.1 Project Background and Goals.** FJWSS was established in 2019 as a “joint system” pursuant to Title 6, Chapter 25 of the South Carolina Code. The current members of FJWSS are Fairfield County, South Carolina (“Fairfield County”), the Town of Winnsboro, South Carolina (“Winnsboro”), and the Town of Ridgeway, South Carolina (“Ridgeway”). FJWSS plans to build a new wastewater system to serve portions of southern Fairfield County, which is expected to include a 2 MGD wastewater treatment facility (upgradable to as much as 6 MGD), a 2MGD pump station and an approximately 21-mile force main, and

other connecting sewer mains and collection lines (collectively, the “Project”). The Project is intended to serve industrial customers in southern Fairfield County, a proposed 1,500-acre “industrial mega site” near I-77, and other customers within FJWSS’ primary service area, and is also expected to provide wholesale wastewater treatment service to Winnsboro and Ridgeway. Through Fairfield County, FJWSS has obtained what it believes to be substantially all of the funding necessary for the construction of the Project.

**2.2 Scope of Services.** The following scope is offered to describe the general extent of services to be provided by the selected Respondent in connection with the Project. This is not necessarily all-inclusive, and Respondents may include in their Response any additional tasks and services deemed necessary to satisfactorily complete the Project. A final scope of service will be determined through the negotiation of a contract.

**2.2.1 Design Services.**

1. Field surveying, to include a complete Topographic and Existing Conditions Survey, and field measurements of proposed Project site.
2. Develop key Project design criteria, preliminary drawings and specifications, and site considerations.
3. Prepare concept drawings based on FJWSS input showing proposed wastewater treatment facility site plan, plan and section views of equipment locations, flow diagrams, and utility impacts.
4. Considerations should be made for possible future expansion of the Project.
5. Prepare concept drawings based on FJWSS input showing proposed 2 MGD pump station and associated force main.
6. Prepare construction cost estimates.
7. Prepare technical specifications and drawings, bidding and contract documents for the proposed work in compliance with all local, State and federal requirements.
8. Obtain all required local, State, and federal permits and approvals, as may be required.
9. Coordinate and attend 30%, 60% and 90% Design Review Meetings.

**2.2.2 Bidding Services.**

1. Attend Pre-bid Conference.
2. Prepare all required advertisements and provide required sets of documents.
3. Prepare and assist with issuing addenda.
4. Attend Bid Opening and review and tabulate bids.
5. Evaluate bids and review contractor’s qualifications, insurance coverage, bonding, schedules, and other bid submittals.
6. Prepare contract documents.

### **2.2.3 Construction Administration Services.**

1. Act as Owner's representative during Project construction.
2. Conduct Preconstruction Conference.
3. Review contractor's pay requests and make recommendations for payment.
4. Review project submittals/shop drawings.
5. Conduct periodic progress meetings during the course of construction.
6. Provide on-site construction observation and general engineering review of the work performed (**Respondent must have in-house Construction Observation/ Inspection Staff**).
7. Provide construction survey and staking services.
8. Interpret the intent of the contract documents and issue necessary clarifications.
9. Prepare any necessary change orders or work change directives.
10. Provide assistance with determination of substantial/final completion.
11. Prepare Record Drawings and close-out documentation.

### **2.2.4 Financial and Operations Consulting (Respondent must have the capability to provide these services in-house).**

1. Evaluate the creation and structure of FJWSS.
2. Prepare a Financial Feasibility Report/Rate Setting Study for FJWSS.
3. Create an Operations Budget.
4. Create an Operations and Maintenance Manual.
5. Provide operations training.
6. Development a Pretreatment Program.

## **SECTION 3**

### **RESPONSE PREPARATION AND REQUIREMENTS**

**3.1 Requirements.** To be considered, Responses must include all requested information. All information should be clearly organized and presented in the following format:

#### **3.1.1 Cover Letter.**

1. Name of firm, mailing address, telephone number, fax number, and name and email address of contact person.
2. Summary of the firm's ability to provide services required.
3. The cover letter must be signed by the contact person at the firm having the authority to bind the firm to a contract.

#### **3.1.2 Firm Background and History.**

1. The history and areas of specialty of the firm.

2. The location of the principal office and any local offices of the firm (**FJWSS prefers a firm that has a local office, meaning an office within one hour's drive of the County**).
3. Experience of the firm working on similar projects (**only the experience of personnel in the firm's local office will be considered**).
4. Demonstrated ability to meet time and budget constraints.

### **3.1.3 Qualifications of Team.**

1. Identify the Project team and Project Manager, including the specific firm office that team members are based out of (**team members must be based in South Carolina and the Project Manager must be based in firm's local office**).
2. Discuss proposed Project team qualifications. Must demonstrate team members' experience and knowledge of construction practices for projects of this type. Must also demonstrate extensive experience and knowledge working with local and State officials and regulatory agencies and the regulatory processes (**primary team members must have minimum of ten years of experience in South Carolina and preference will be given for a Project Manager having at least 20 years of experience**).
3. Make note of experience with the process of amending a 208 Water Quality Management Plan and the reallocation of waterway effluent limits.
4. Include an organizational chart, including sub-consultants, who would be assigned to the Project. The chart should clearly delineate roles and responsibilities of the various team members.
5. Provide brief resumes or summaries of experience of key personnel, primary Project team members, and the Project Manager, including sub-consultants, anticipated roles in the Project, years of experience, education, including degrees and relevant certifications, and geographical location.
6. Provide current/projected workload of the Project team.
7. Provide examples of similar projects completed within the State of South Carolina. Specify the members of the Project team that worked on comparable projects, the roles of such team members, the client name and contact information, a description of the comparable project, including size/capacity, the contract date, the duration of comparable project, the original and final total cost of the comparable project, and the consulting fee for the project (**experience obtained by personnel who will not perform work on the Project or who are no longer with the firm will not be considered**).
8. Provide any experience in the creation of regional wastewater systems or joint systems in the State of South Carolina
9. Submittal should also include a statement of the Firm's commitment that the identified individuals on the Project team will be involved throughout the duration of the entire Project.

**3.1.4 Project Approach.**

1. Describe the firm’s proposed philosophy and approach for the Project.
2. Describe your plan for staffing the Project.
3. Provide a basic schedule for the Project from kick-off of design through Project start-up. Include all major tasks as well as estimated durations for permitting and construction.

**3.1.5 References.** Provide contact names, email address, and telephone numbers of three clients with direct experience working with members from the Project team.

**3.2 Selection Process.** The selection committee will review the qualifications of the Respondents. The selection committee reserves the right to determine, at its sole discretion, whether the stated qualifications of a Respondent satisfactorily meet all required criteria established in this RFQ. Only those Respondents determined to be qualified will be further evaluated. During the review process, and until the final recommendation of a firm has been made by the selection committee, firms are prohibited from meeting with or discussing a submittal with any members of the selection committee or the Fairfield Joint Water and Sewer System Commission (the “Commission”), the governing body of FJWSS. The selection committee will provide a recommendation to the Commission, which will make a final decision to negotiate a final contract with a firm. If FJWSS is unable to negotiate a satisfactory contract with a firm of its choice it reserves the right to negotiate a contract with any other Respondent deemed satisfactory by the Commission.

**3.3 Evaluation Criteria.** Respondents will be evaluated based upon the following criteria, and the selection committee will make a recommendation based upon its determination of the Respondent that best suits the needs of FJWSS.

| <b>Metric</b>                                                                                                         | <b>Maximum Possible Score</b> |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Qualifications of Project team                                                                                        | [15 points]                   |
| Experience on projects of similar type and scale as the Project                                                       | [20 points]                   |
| Experience working with local and State officials and regulatory agencies and pertinent regulatory issues and matters | [20 points]                   |
| Experience with the financial and operations aspects of projects of similar type and scale to the Project             | [15 points]                   |

|                                                                                                                                |             |
|--------------------------------------------------------------------------------------------------------------------------------|-------------|
| Demonstrated ability to meet scheduled deadlines and budget constraints on projects of similar type and scale to this Project. | [10 points] |
| Proposed Project approach                                                                                                      | [10 points] |
| Whether the firm has a sufficiently local presence                                                                             | [10 points] |

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