

FAIRFIELD JOINT WATER AND SEWER SYSTEM

REQUEST FOR LETTERS OF INTEREST

PROFESSIONAL ENGINEERING SERVICES

FOR

WASTEWATER TREATMENT PLANT AND SYSTEM DESIGN & DELIVERY

Issued on: December 11, 2023

Deadline for Written Questions: December 20, 2023

Interviews: Week of January 8, 2024

Due Date: January 17, 2024

The Fairfield Joint Water and Sewer System (“FJWSS”) is requesting Letters of Interest (“LOIs”) from qualified firms to perform services as necessary to develop final design plans, specifications and construction services for a new wastewater treatment plant, force main, and other wastewater system components to be located in Fairfield County, South Carolina. Firms interested in obtaining a current draft of the Request for Qualifications/Proposals (the “RFQ/P”) may request the draft from the Fairfield County Director of Procurement (the “Director of Procurement”), who is assisting FJWSS in the RFQ/P process, via written or electronic correspondence as identified below. Interested firms may also submit specific questions regarding this request individually or request an individual interview with the FJWSS Technical Committee (the “Technical Committee”) on the schedule as identified below.

A Draft Scope for Services requested at this stage of the Project is included in the following sections of this request. Interested firms are encouraged to inquire for additional information ONLY via hard copy response or electronic communication with the Director of Procurement at the contact information listed below during this open inquiry period.

SECTION 1 GENERAL INFORMATION

- 1.1 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 with modular expansion capabilities up to as much as 6 MGD. The plant is expected to be located in southwestern Fairfield County discharging into the Broad River. Also included with this request are any necessary pump station(s), approximately 13 miles of conveyance lines, and other necessary appurtenances to convey wastewater from the existing collection systems along Highway 34 and Peach Road to the proposed WWTP (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.
- 1.2** LOIs in response to this request will be considered as specified herein or attached hereto under the terms and conditions of the request.
- 1.3** An LOI must be submitted 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 LOI.

- 1.4** Any hard copy or electronic LOI shall be submitted in .pdf format (word searchable) and shall be submitted as set forth below. The LOI must be complete and concise and shall not exceed five single-side pages (8 ½ x 11), 10 pt. font minimum. Respondents are solely responsible for any delivery failure or any other reason that a LOI is not received by the Response Deadline (as defined herein). Respondents are encouraged to email separately to confirm receipt.

Each LOI must be received by no later than 10:00 a.m. on January 17, 2024 (the “Response Deadline”). Responses should be submitted 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 LOIs should contact Cathy Washington, Fairfield County Director of Procurement (cathy.washington@fairfield.sc.gov), for further instructions.

- 1.5** 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 respond to any/all or none of the LOIs received.
- 1.6** Respondents should direct all inquiries or requests for interviews to Cathy Washington, Fairfield County Director of Procurement (cathy.washington@fairfield.sc.gov). All questions and responses and clarifications will be responded to the Interested Firm individually via email. All questions answered and discussions held with individual firms during any requested interviews shall be answered during the interviews or immediately following via email. Interviews for interested firms will be scheduled during the week of January 8, 2024. FJWSS reserves the right to incorporate any information received during this inquiry period into any future RFQ/P.
- 1.7** Following the Commission’s consideration of LOIs and information obtained from Respondents, FJWSS intends to conduct an RFQ/P process to select a firm to provide the Scope of Services, as set forth herein. The Commission may distribute any RFQ/P to Respondents, to other qualified firms, or through any public dissemination method that FJWSS may choose, in its sole discretion.

SECTION 2

DRAFT SCOPE OF SERVICES

2.1 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.

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 any additional proposed pump stations and associated conveyance lines.
6. Prepare construction cost estimates and potential work packages for solicitation.
7. Prepare technical specifications and drawings, and contract documents for the proposed work in compliance with all local, State and federal requirements, including associated funding requirements.
8. Obtain all required local, State, and federal permits and approvals, as may be required.
9. Coordinate Progressive Design Review Meetings.

2.2.2 *Procurement Services.*

1. Prepare procurement advertisements.
2. Assist the FJWSS through procurement process.
3. Evaluate bids and/or proposals to review contractor's qualifications, insurance coverage, bonding, schedules, and other submittals.
4. Prepare contractual documents between FJWSS and the Contractor(s).

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. Interpret the intent of the contract documents and issue necessary clarifications.
8. Prepare any necessary change orders or work change directives.
9. Provide assistance with determination of substantial/final completion.
10. Prepare Record Drawings and close-out documentation.

SECTION 3 VENDOR REQUIREMENTS

3.1 Requirements. At this time, FJWSS expects to retain a firm to provide the Scope of Services that meets the following requirements, which is provided to allow firms to determine whether to submit an LOI:

3.1.1 *Firm Background and History.*

1. Any future RFQ/P will give preference to firms that have a local office, meaning an office within [150 miles] of the County.
2. Preference will be given to the experience of personnel in the firm's local office.
3. The firm must have a demonstrated ability to meet time and budget constraints.

3.1.2 *Qualifications of Team.*

1. Any future RFQ/P will give preference to firms and the project manager based in the approximate region of the Project.
2. Project team must demonstrate that it has the qualifications, ability and working knowledge of the local and State officials and regulatory agencies and the regulatory processes.
3. Primary team members should 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.
4. Responses must detail the 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.
5. Responses should highlight any experience in the creation of regional wastewater systems or joint systems in the State of South Carolina.

3.1.3 *Project Approach.*

1. Responses must describe the firm's proposed philosophy and approach for the Project.
2. Responses must describe your plan for staffing the Project.

3. Responses must 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.

3.1.4 *References.* Responses must 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 intent of this request to solicit interest and further develop criteria for future RFQ/Ps. The Technical Committee does not intend to select firms based upon this inquiry. The Technical Committee will provide recommendations to the Commission at the completion of this open inquiry process as to how to best move forward with future RFQs or RFPs.

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