

**Request for Qualifications (RFQ)
Engineering Services
#RFQ 2022-002**



Proposals Due: October 26, 2022

INTRODUCTION

Located in southwest Williamsburg County, the Town of Greeleyville is one of five incorporated communities located in the County. The Town of Greeleyville was chartered on December 29, 1893. The Greeleyville water franchise area adjoins Clarendon County along its eastern border.

Greeleyville is soliciting professional civil engineering services from qualified and experienced firms to assist with the planning, design, bidding, construction inspection, and execution as required for the following projects: Snow Hill Preliminary Engineering Report (PER); Greeleyville North Main Street Sewer Improvements; Greeleyville Water System Reliability and Efficiency Improvements; and the proposed Snow Hill Water Improvements Project.

The work will be financed utilizing USDA—Rural Development financing, State Revolving Fund (SRF) funding, and SC Rural Infrastructure Authority (RIA) participation (if awarded). The projects are to be planned, designed, constructed, and generally completed within the parameters of the standards and regulations of the local, State, and Federal agencies having jurisdiction.

SCOPE OF SERVICES

Generally, the specific engineering services required in connection with this RFQ solicitation will consist of the following four (4) separate initiatives as listed earlier:

I. Snow Hill Preliminary Engineering Report: (\$35,000 Awarded)

The Town of Greeleyville has been awarded a USDA-Rural Development SEARCH grant for the pre-development and environmental review required for application funding processing. The Snow Hill Water System Improvements Project overall consists of the following components:

- Waterline Expansions
 - Approximately 19.58 miles of waterlines
 - 211 services and connections
- Capacity Improvements
 - One new deep well (200 GPM) and permanently mounted emergency generator
 - One new elevated water storage tank (100,000 Gallons)
- Resiliency Improvements
 - Installation of SCADA on new tank & well

The PER Funding will be used to develop a Preliminary Engineering Report and an appropriate Environmental Review for the referenced water system project to serve the Snow Hill community of Williamsburg County.

Any work completed will be in accordance with sound design practices and meet the requirements of Federal, State, and local agencies. As appropriate, design efforts will take into consideration any Build America, Buy American, Davis Bacon, and American Iron and Steel requirements. Additionally, the following items will be adhered to:

- The Preliminary Engineering Report will be completed in accordance with RUS Bulletin 1780-2 at: [Bulletins | Rural Development \(usda.gov\)](https://www.rd.usda.gov/sites/default/files/UWP_Bulletin_1780-2.pdf); https://www.rd.usda.gov/sites/default/files/UWP_Bulletin_1780-2.pdf

- The Environmental report will be completed in accordance with RD Instruction 1970-B at: [eCFR :: 7 CFR Part 1970 -- Environmental Policies and Procedures](#)

Please advise when final documents will be completed following issuance of the Notice to Proceed.

II. Water System Reliability and Efficiency Improvements: (\$450,000 Awarded):

The Town of Greeleyville Water System Reliability and Efficiency Improvements effort will accomplish the following activities: renovate two regional connections #1 & #2 between the Greeleyville water system and the Williamsburg County water system; install SCADA on the water system; repaint the existing tank; install roof over electrical panel at existing well #2; and Lead Service Line inventory per DHEC guidance.

Please advise when final plans, specifications and bid documents will be completed following issuance of the Notice to Proceed.

III. Greeleyville North Main Street Sewer Improvements: (\$930,456 Awarded)

The project involves gravity sewer improvements to the Town of Greeleyville's existing sanitary sewer system to include the following: approximately 3,126 LF of 8" gravity sewer lines, 14 manholes, and 21 services. Design, development of bid package for SRF and Owner approval, construction bidding, inspection and execution are among the needed services.

Please advise when final plans, specifications and bid documents will be completed following issuance of the Notice to Proceed.

IV. Snow Hill Water System Improvements Project: (\$12,643,549 Pending)

The Snow Hill Water System Improvements Project seeks to increase the sustainability of the Town of Greeleyville water system by helping to stabilize, upgrade, expand, and improve the community's access to reliable clean water system infrastructure. The project provides an opportunity, to stabilize the existing deficient water system, build the water infrastructure capacity to support future economic growth activities, and address the environmental health issues being faced by the Snow Hill community.

The following parameters are included in the development of this project:

- Waterline Expansions
 - Approximately 19.58 miles of waterlines
 - 211 services and connections
- Capacity Improvements
 - One new deep well (200 GPM) and permanently mounted emergency generator
 - One new elevated water storage tank (100,000 Gallons)
- Resiliency Improvements
 - Installation of SCADA on new tank & well

The selected engineering firm will be required to provide professional services for the proposed infrastructure improvements that includes: engineering design; preparation of bidding and

contract documents; and construction inspection of the infrastructure improvements after contract award.

Please advise when final plans, specifications and bid documents will be completed following issuance of the Notice to Proceed.

SUMMARY

All engineers interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The goal of this competitive process is to objectively select the firm that will provide the highest quality of service. The Town of Greeleyville reserves the right to waive formalities in any response, to reject any or all responses with or without cause, including the lack of availability of adequate funds, regulatory agency requirements, and/or to accept the response that, in its judgment, will be in the best interests of the Town.

Exhibit I, attached presents the minimum qualifications required for consideration. These minimum qualifications have been established to assure the Town of the professional expertise with adequate experience to assure successful completion of the outlined projects within the allotted time constraints.

Exhibit II, attached hereto, outlines the rating system that will be utilized for selection of the consulting engineering firm. This rating system will be employed by the Town of Greeleyville, Engineer Selection Committee in determining which proposal best meets the needs as outlined in this "Request for Qualifications". It is the intent of the Town of Greeleyville to consider a short list of firms identified by the Engineering Selection Committee and as soon thereafter as possible contract proceedings will take place with the top ranked service providers.

During the evaluation process, the Town of Greeleyville reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The Town further reserves the right to accept or reject any or all responses to this RFQ and to enter into discussions and/or negotiations with one or more qualified respondents at the same time, if such action is in the best interest of the Town of Greeleyville.

Submit any questions regarding this solicitation via email to Ms. Carlether Nesmith, Grants Administrator at cnesmith220@yahoo.com by October 14, 2022.

SUBMITTAL INSTRUCTIONS

The Statement of Qualifications **WILL NOT** be valid unless received by the deadline in a sealed envelope marked "RFQ: Engineering Services" to be received by **2:00 p.m. on Wednesday, October 26, 2022.**

Proposals must be sent to: Greeleyville Town Hall, 3 Toby Place, Greeleyville, South Carolina 29056 Phone: (843) 426-2111 (Included for Express Delivery purposes only)

Firms desiring to provide the needed professional services must submit one (1) original and five (5) copies of their response.

EXHIBIT I

MINIMUM ENGINEER'S QUALIFICATIONS

I. Consulting Engineer's Minimum Qualifications

- A. The principal responsible for project coordination must have a minimum of three (3) years' experience with the USDA-Rural Development, Rural Utilities Service (RUS); SC State Revolving Fund (SRF), SC Rural Infrastructure Authority (RIA) Program or other federal/state programs.
- B. The engineering firm must have successfully provided engineering services for a minimum of three (3) similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work. For each reference, the proposer shall provide the following information:
 - 1. Description of the project.
 - 2. Name of a person able to answer any customer satisfaction questions.
 - 3. Contact information for person listed in response to number 2.
 - 4. Size of the project (dollar amount).
 - 5. Duration of the project.

II. Format for Professional Qualifications

Technical qualifications for the consulting engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The engineer's experience in the development, design and construction of similar projects.
- D. Timeframe for achievement.

III. Final Selection

Final selection of the engineer will be based upon the maximum total points scored as set forth in the "Rating System" shown in Exhibit II. Selected respondents may be interviewed and the firm(s) judged most qualified will be asked to prepare a final submission which would include fees for said services.

Sealed proposals must be submitted to the Greeleyville Town Hall, and received by 2:00 p.m., Wednesday, October 26, 2022. Any proposal not meeting the qualifications set forth in this Request for Qualifications will be rejected.

EXHIBIT II

**TOWN OF GREELEYVILLE
ENGINEERING SERVICES SELECTION
RATING SYSTEM**

- | | |
|---|--------------------------|
| 1. <u>Project Engineer's Experience</u> | <u>Maximum 20 Points</u> |
| A. 5 or more years' experience with USDA or other federal/state programs | 20 Points |
| B. 3 or more years' experience | 15 Points |
| C. 1-2 years' experience | 10 Points |
| D. No experience | 0 Points |
| 2. <u>Firm's Project Completion Background</u> | <u>Maximum 20 Points</u> |
| A. Completion of 5 previous, similar type projects within proposed time frame & budget | 20 Points |
| B. Completion of 3 projects | 10 Points |
| C. No projects were completed | 0 Points |
| 3. <u>References from Similar Projects</u> | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| B. Respondent lists 2 previous clients | 15 Points |
| C. Respondent lists 1 previous client | 10 Points |
| D. Respondent lists no previous references | 0 Points |
| 4. <u>Firm's Familiarity with Community's Needs</u> | <u>Maximum 20 Points</u> |
| A. Firm is thoroughly familiar with Town | 20 Points |
| B. Firm is somewhat familiar with Town | 10 Points |
| C. Firm is unfamiliar with Town | 0 Points |
| 5. <u>Disadvantaged Business Enterprise</u> | <u>Maximum 10 Points</u> |
| A. Firm is DBE | 10 Points |
| B. Firm is not DBE | 0 Points |
| 6. <u>Local Vendor/Small Business Firm</u> | <u>Maximum 10 Points</u> |
| A. Firm is a small business vendor within 50 miles | 10 Points |
| B. Firm is not a local small business vendor | 0 Points |

MAXIMUM TOTAL POINTS

100 POINTS

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.