



RENEWABLE WATER RESOURCES

**Purchasing Department
561 Mauldin Road
Greenville, South Carolina 29607**

REQUEST FOR QUALIFICATIONS

**INFLOW AND INFILTRATION PROGRAM
ASSESSMENT AND COMPLIANCE SERVICES**

**REQUEST FOR QUALIFICATIONS
FOR
INFLOW AND INFILTRATION PROGRAM, ASSESSMENT AND COMPLIANCE SERVICES**

1.0 General Information

Renewable Water Resources (ReWa) is soliciting qualification packages for professional services from engineering firms (Firm) interested in providing inflow and infiltration assessment and compliance services within the ReWa service area. These wet weather program management services will support an ongoing effort to quantify infiltration and inflow (I/I) throughout ReWa's service area, and to provide ReWa with updated standards, oversight and direction of our I/I reduction program. The term of the professional services contract will be three (3) years with an option to renew the contract for up to four (4) additional 1-year renewals.

2.0 Background Information

ReWa provides transport and treatment of wastewater in portions of Greenville, Anderson, Spartanburg, Laurens, and Pickens counties in the upstate of South Carolina. Local service is provided to customers through 18 collection systems (Subdistricts) owned and operated by municipalities, counties, and special purpose districts. An overall layout of ReWa's service territory, indicating Subdistrict jurisdictional areas and identifying ReWa's overall interceptor network is shown on PDF Attachment A. ReWa's sanitary sewer system consists of 9 water resources recover facilities (WRRF), 70 pump stations, 302 miles of gravity interceptor mains and 49 miles of force mains. The Subdistricts own and maintain over 2,000 miles of collection gravity sewer mains that connect to the ReWa interceptor system in over 1200 locations. There are over 145,000 service connections contributing flow to this interconnected sewer infrastructure within ReWa's service territory.

Each Subdistrict currently has executed a 15-year Intergovernmental Agreement with ReWa for reduction in I/I within their service territory. Over the next 5 years each of these agreements require the Subdistricts to provide documented post-rehabilitation compliance results of their I/I reduction efforts. The first of these 15-year agreements will come due in 2019.

ReWa currently contracts flow monitoring services for 70 permanent and up to 30 temporary area/velocity flow meters to measure inflow and infiltration impacts within our interceptor system. Subdistricts may utilize this data along with their own flow metering data in managing their I/I reduction efforts. The general layout of ReWa's permanent meters is shown on PDF Attachment B. ReWa has collected data for permanent and temporary flow meters dating back to 2003. These contracted flow monitoring services provide for the management of equipment repair and replacement; flow meter installation, inspection, maintenance, and calibration; collection of monthly flow data; monthly data analysis including dry weather flows and wet weather events; and operating, maintaining, and data collection from approximately 13 rain gauges. ReWa plans to continue use of this contract as part of the I/I program. The selected Firm will be required to interface with this ongoing flow monitoring program.

ReWa has recently completed developing 20-year growth studies for our 8 largest WRRF drainage basins. These studies include calibrated SewerGems computer hydraulic models of our interceptor system within each of these 8 basins. This was accomplished through contracts with multiple engineering consultants. The selected Firm will be required to interface with these models and modeling consultants.

ReWa desires to improve and enhance our I/I reduction program in the following ways:

- Conduct detailed review of current standards, regulations and agreements. Identify industry leading approaches of similar utilities for I/I reductions. Develop strategies and recommendations for adjustments to the ReWa standards, regulations and Subdistrict compliance.

- Review current ReWa I/I data analyses and develop standardized I/I assessment and reduction methodology(s).
- Develop approaches to comparing data measured in varying weather conditions and patterns (antecedent moisture conditions, droughts, etc.)
- Perform historical flow meter data analysis to determine overall I/I trends and reductions.
- Review data and identify current impacts of I/I on both ReWa and Subdistrict sewers, pump stations and WRRFs.
- Develop a risk assessment approach to I/I impacts on infrastructure.
- Provide process and standard for detailed annual reporting of I/I assessment and reduction.
- Increase oversight of Subdistrict rehabilitation and I/I reduction efforts.

3.0 Selection Process and Scope of Work

This qualification based selection will be done in a two-step process. This solicitation is associated with information required during Step 1 of the selection process. In Step 2 the shortlisted firms will be asked to develop and present a program approach that will incorporate ReWa's goals to update, improve and expand the I/I reduction and compliance program. The 2-hour Step 2 pre-submittal meeting for the shortlisted Firms will be held on **Tuesday, April 24, 2018 at 2:30pm**. It is anticipated that interviews will be held in late May with the shortlisted firms such that ReWa can contract with the selected Firm for the initial phase of work at our June 2017 board meeting. The initial phase for restructuring of the wet weather program, development of I/I assessment methods and associated program strategies and regulations must be completed in early 2019.

4.0 Qualification Package

To be considered, packages shall be in the following format:

2.1 Eligibility Support

At this point in the selection process ReWa is not requiring the Firm to utilize a minimum percentage of employees domiciled in the State of South Carolina to perform services on this project. However ReWa reserves the right to negotiate an appropriate domicile participation level with the selected Firm commensurate with the scope of work and technical expertise of that Firm. Firms are encouraged to consider this desire when preparing their response to this RFQ. As such please describe the composition of the Firm as follows:

- a. Main/Prime firm
- b. Partner/Team members (if any)
- c. Firm and Partner/Team (if any) employee status identified as resident or non-resident to the State of South Carolina

2.2 Firm Information

Teaming or partnering with another firm to compete for this solicitation is permissible. Include at a minimum the Firm's:

- a. Business Structure (Corporation, Joint Venture, Partnership)
- b. Financial Statement - This statement will be an audited report with comments not older than one (1) year. If the most current report has not yet been audited, the previous audited report with comment shall affirm the most recent financial statement. The Financial Statement (included in the Appendix) is not included in overall page count.
- c. History of the Firm, including number of years it has been in business, present ownership and key management individuals. Describe any anticipated or existing changes in overall corporate management ownership.

- d. Pending litigation that may have a material impact to the company's financial standing and/or the company's performance on this project, and major disputes, contract defaults, and liens in the last 10 years.

2.3 Project Team

The project team shall consist of members with demonstrated nationally recognized knowledge and experience in wastewater utility I/I programs, utility regulations and compliance, service area sewer systems composed of multiple sewer agencies, and I/I data collection and analysis. Each key member shall be identified, and a brief resume for each shall be submitted including, but not limited to:

- Name and Title
- Proposed assignment for this project
- Percentage of time to be assigned to this project (compared to concurrent assignments to other projects)
- Experience (type of projects, location of projects, specific project involvement, etc...)
- Home office location of each project team member
- Other qualifications

In the event of any changes in proposed Project Team selection between proposal stage and project commencement, the Firm must specify and clearly note these changes. However, the proposed Project Manager shall not change during the development of this Project without explicit upfront approval by ReWa.

2.4 Firm Experience

Briefly describe the Firm's related experience with similar wet weather program management services by including the five (5) most recent projects of a similar scope and size. The following information should be included:

- Name and location of the project
- General description of the project
- Owner's name, contact person, phone number and e-mail address
- Date project awarded
- Date project completed or date of anticipated project completion
- Project Cost (original and final contract price)
- Team Members (companies and individuals) worked with by Firm during this project
- Firm's role in the project (work for which firm was responsible)

2.5 Project Approach

A more detailed project approach will be required of the shortlisted firms. For this submittal please briefly describe the insight/reasoning for the structure of your project team and provide any unique advantages and/or capabilities of your team in dealing with ReWa's project background and stated goals.

2.6 Knowledge of Local Conditions

As an indication of their ability to deliver quality workmanship in an effective and timely manner, the Firm should describe their knowledge of the ReWa service area and/or their approach to familiarize themselves with ReWa's current systems, procedures, regulations and sewer subdistricts.

2.7 Level of Effort

A more detailed projected man-hour level of effort will be required of the shortlisted firms.

2.8 Schedule

A more detailed projected schedule will be required of the shortlisted firms. By submitting on this RFQ the Firm is agreeing that they will provide the necessary resources to deliver the initial project phase within the goal stated in Section 3.0 above.

2.9 Previous Work with ReWa

Please provide information on your previous work awarded and/or completed, in an excel spreadsheet stating:

- a. Project name
- b. Date awarded
- c. Date completed (if applicable)
- d. Project Value

Above information will be verified with ReWa's records and used as an inverse evaluation criterion.

3.0 Insurance Requirements

ReWa shall be named as additional insured for its interest on all policies of insurance except Worker's Compensation as regards ongoing operations, products and completed operations and this shall be noted on the face of the Certificate of Insurance.

Certificates for all such policies shall be provided by the Consultant's insurance agent or broker to ReWa within 10 (ten) working days from the date of award. Consultant will provide Owner a minimum of 30 days advance notice in the event of the insurance policies or insurance policy is canceled.

Consultant agrees to maintain and keep in force during the life of the Agreement, with a company or companies authorized to do business in South Carolina for the following insurance policies:

Automobile Liability

\$ 1,000,000 Per Occurrence - Combined Single Limit

Coverage shall include bodily injury and property damage and cover all vehicles including owned, non-owned and hired.

Comprehensive General Liability

\$ 1,000,000 Per Occurrence (Including products and completed operations liability)

Worker's Compensation

Coverage A State of South Carolina Statutory

Coverage B Employers Liability

Umbrella Liability \$ 1,000,000 Per Occurrence in excess of Auto, CGL and Employers Liability

Errors and Omissions Liability (Professional Liability)

\$ 1,000,000 Per Occurrence

4.0 Evaluation Criteria

Provided information related to eligibility shall be reviewed prior to proposal evaluation. Only proposals from eligible firms will be considered for evaluation. Qualifications will be evaluated using criteria as listed below in order of relative importance:

- a. Experience of professional personnel to be assigned to the project
- b. Related experience and past performance on similar projects
- c. Creativity and insight related to the project
- d. Locality; knowledge of local conditions
- e. Level of effort
- f. Schedule; Current and projected workloads of the Firm

5.0 Submittals

Packages should be no more than twenty-five (25) pages in length. Please prepare a cover letter no longer than two (2) pages, signed by an authorized representative of the firm. The table of contents will follow the cover letter (the cover letter and table of contents are not included in the overall page count). Pages shall be 8.5"x11" with the exception charts, photos, and exhibits which may utilize 11"x17" folded to 8.5"x11".

To be considered, Packages (6 color hard copies) and one (1) CD copy should be mailed or delivered to:

Purchasing Department
Renewable Water Resources
561 Mauldin Road
Greenville, SC 29607
#411-03/20/18 RFQ INFLOW AND INFILTRATION PROGRAM, ASSESSMENT AND COMPLIANCE SERVICES

6.0 Due Date and Inquiries

Qualifications must be received no later than **5:00 p.m. local time, April 10, 2018**. Questions should be directed to Stephanie Selman at 864-299-4000 ext. 274 or via e-mail at StephanieS@re-wa.org. No other ReWa personnel shall be contacted regarding this project. ReWa will not be responsible for or bound by any prior oral instructions made by an employee(s) of ReWa regarding this solicitation.

7.0 Terms and Conditions

All aspects of this solicitation shall be governed by the Procurement Code adopted by ReWa. The highest ranked firm shall be expected to sign a Professional Agreement as per the provided template. ReWa reserves the right to amend provisions within the Professional Agreement as mutually agreed by the parties.

INSTRUCTIONS TO RESPONDENTS

1. All aspects of this solicitation shall be governed by the Procurement Code adopted by ReWa.
2. Response amendments thereto or withdrawal requests received after the time advertised for opening will be void regardless of when they were mailed.
3. Attach complete specifications for and permitted substitutions offered, or when amplification is desirable or necessary.
4. If specifications or descriptive papers are submitted with the response, enter respondents name thereon.
5. If applicable, unit prices shall govern over extended prices, and written out prices shall govern over numeric prices, unless otherwise stated in notice.
6. Responses must be based upon payment 30 EOM. Discounts for payment in less than thirty (30) days will not be considered in making award.
7. In case of Respondent's default ReWa reserves the right to purchase any or all items/services in default on open market, charging Respondent with any excessive costs.
8. The right is reserved to reject any response in which the delivery time indicated is considered sufficient to delay the operation for which the goods/services are intended.

In compliance with solicitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this response is accepted.

Company Name:

Phone:

Fax:

Address:

Response signed in writing by

Signature:

Printed Name:

Title:

Response Date: