



RENEWABLE WATER RESOURCES

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

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

RENEWABLE WATER RESOURCES REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

1.0 General Information

Renewable Water Resources (ReWa) is soliciting qualification packages from eligible Firms with public sector utility experience interested in providing engineering services on ReWa capital improvement projects. The successful engineering Firms must have the local capability, including internal staff, subconsultants/team members, and equipment to perform the services and must have demonstrated experience performing this level of work as a regular part of their company business.

Engineering Firms may submit a Statement of Qualifications (SOQ) for consideration for one or more categories listed below; however, only a single qualification package is required regardless of the number of categories for which the Firm is applying. Where requested, each SOQ must demonstrate ability to provide all major disciplines that would be required for a typical project in that category. Within these categories teaming of Firms is recommended and will receive additional consideration in the evaluation. Firms will be selected based on an assessment of the submitted SOQ's and ReWa's projected/anticipated needs. ReWa may select up to eight consultants for each of the listed categories. At ReWa's discretion, interviews may be required as part of the selection process. Unless noted otherwise, for each identified category the project/project team shall be led by an engineer professionally licensed as such in the State of South Carolina.

Each selected Firm may potentially contract for up to three category-specific Indefinite Delivery Contracts(s) for Engineering Services and will be eligible to provide such services within their selected category(s) in support of ReWa's initiatives and projects on an as-needed basis. Each category-specific Indefinite Delivery Contract (IDC) shall be limited to a ReWa determined total of up to Four Million (\$4,000,000) Dollars for a 3-year period with individual project expenditures not to exceed up to One Million (\$1,000,000) Dollars. The term of each Contract will be for three (3) years with an option to renew up to an additional four (4) one-year terms. A copy of the PSA for Engineering Services can be found on www.rewaonline.org as a part of this Request for Qualifications.

ReWa reserves the right to allocate work following the ReWa Procurement Code, considering factors that promote efficient use of public resources and do not discourage competition. These factors may include, but are not limited to, Firm and staff experience in specific fields relevant to the project, previous work with ReWa, and previous work on similar projects. Although the purpose of this Request for Qualifications is to establish a list of qualified consultants, ReWa, at its own discretion, may elect to have similar work performed by a Firm that does not have an Indefinite Delivery Contract (IDC) with ReWa, with such work entered by the virtue of this or any such solicitation or contract allowed by the Procurement Code. There shall be no guaranteed amount of work under the Contract. Those Firms asked to enter into an Indefinite Delivery Contract with ReWa will be required to provide a negotiated schedule of fees to be included with the Contract. A Firm does not need to possess all the services identified per Category in order to be considered for a contract.

2.0 Categories

Civil:

Assistance with study, design and/or construction activities associated with roadway, water, sewer, stormwater, landscaping or other similar site improvements at all ReWa facilities.

Environmental Investigation & Permitting:

Assistance with environmental site investigations, studies, plans and/or permitting activities associated with wastewater, reclaimed water, air, wetlands, hazardous materials and stormwater review, compliance, testing and implementation. Assistance with geotechnical site investigations, construction materials testing, and special inspections. An Engineering Firm does not need to possess all the services identified in this Category in order to be considered for a contract in this category.

Conveyance: Standard and Complex Categories

Assistance with study, design, and/or construction activities associated improvements to ReWa's gravity collection system, force mains, and pumping stations, as well as possible reclaimed water services. Firms should identify their Project Team members and key qualifications for a minimum of the following discipline areas: Survey, Civil/Site Work, Hydraulic Design, Pipeline Design, Mechanical, Structural, I&C, Electrical, Architectural, HVAC, Permitting and Geotechnical.

Process:

Assistance with study, design and/or construction activities associated with wastewater treatment plant and process improvements. Firms should identify their Project Team members and key qualifications for a minimum of the following discipline areas: Survey, Civil/Site Work, Process Design, Mechanical, Structural, I&C, Electrical, Architectural, HVAC, Permitting and Geotechnical.

Basin Planning:

Assistance with evaluation of ReWa's service area needs for growth planning, flow reduction and/or flow re-routing. Work efforts may include evaluating growth and new service impacts, master planning efforts, sewer service studies, capacity assurance including wet weather data analysis and SewerGEMS computer hydraulic modeling of basin watersheds.

Engineering Support Services:

Assistance with the study, design, and/or construction activities associated with either structural, electrical, instrumentation/control systems and/or mechanical improvements or modifications to all ReWa facilities. An Engineering Firm does not need to possess all of the support services identified in this Category in order to be considered for a contract in this category.

Flow Monitoring:

Assistance with operation and maintenance of ReWa's network of permanent and temporary sewer flow meters and rain gauge equipment including deployment, relocation, removal, data collection, standard data analysis, operation/troubleshooting, maintenance and replacement.

Right of Way Assistance:

Assistance with property value appraisals, property deed research/investigations, and/or negotiation/acquisition efforts for both new easements and real property acquisitions. A Firm does not need to possess all the support services identified in this Category in order to be considered for a contract. For this Category, qualified Professional Service Firms who are not Engineering Firms will also be considered for contracts.

Survey:

Assistance with topographic surveys, legal surveys for easements/real property acquisitions, as-built surveys for GIS mapping and other survey needs at all ReWa facilities. For this category the project team shall be led by a surveyor professionally licensed as such in the State of South Carolina.

Collection System Assessment and Rehabilitation:

Assistance with sewer system SSES field services, flow monitoring data analysis, I/I assessments, system assessment utilizing SSES data and rehabilitation recommendations. Development of rehabilitation plans and specifications. Construction management and inspection services for rehabilitation projects.

3.0 **Qualification Package**

If your Firm specializes in more than one of the categories listed, please state within your cover letter the categories you are requesting consideration for award by ReWa. **While providing only one SOQ, please segregate your RFQ response for each category to help maintain an efficient review process.** Qualification Packages shall be in the following format:

3.1 **Introduction**

This section shall contain a cover letter no longer than two (2) pages, signed by an authorized representative of the offering Firm. The table of contents shall follow the cover letter.

3.2 **Firm Information**

Include at a minimum:

- a. Office Location(s)
- b. Business Structure (Corporation, Joint Venture, Partnership)
- c. History of the Firm, number of years in business, present ownership and key management individuals. Describe any anticipated or existing changes in overall corporate management ownership.
- d. Describe and explain the nature of any litigation, major disputes, contract defaults, and liens in the last 10 years
- e. Total number of staff
- f. Current and projected workloads of the Firm. Please provide a summary document identifying the project data demonstrating the Firm's ability to meet project time and budget requirements for up to the most recent 15 similar projects undertaken by the Firm,
- g. 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 accompany the most recent financial statement. The Financial Statement (included in the Appendix) is not included in overall page count. ReWa requires financial information to adequately gauge Firm's financial stability for a long-term contract. If you would like for the Financial Statement to remain confidential and not eligible to disclose upon solicitation completion under the Freedom of Information Act, please mark this subsection as "Confidential".

3.3 **Management and Team Location**

Eligible engineering Firms are businesses that have a qualified Project Manager and substantive project support team located within reasonable proximity of ReWa to provide prompt support of ReWa staff, the projects associated with this Contract, as well as help foster the Greenville region business environment.

- a. The Project Manager must be located in and do the majority of his/her work in an office of the Firm located within an approximate 100-mile radius of ReWa's office.
- b. In every category teaming, if applicable, can enhance the consideration of the submitted SOQ. Teaming with Local Firms is strongly encouraged for the Process and Conveyance Categories. A Local Firm is defined as a company with a production office located within an approximate 30-mile radius from ReWa's office. For these specific categories the RFQ package must indicate the anticipated percentage of work reasonably expected for subcontracting using the ReWa example project as a guideline. All Firms submitting an SOQ with team members must commit to make every attempt to meet this Local Firm teaming initiative. All prime Firms located within this 30-mile radius are also strongly encouraged to team with other Firms.

3.4 **Firm Experience and Qualifications**

Describe the Firm-wide qualifications and resources that will be available to support the performance of the work. For each category, please include:

- a. Firm's related experience. Include a minimum of the five (5) most recent projects in which your Firm provided an engineering service as listed in Section 2.0. Please include the following information:
- b.
 - 1. Company name, Project name and location
 - 2. Owner's name with Owner's Project Representative, phone number and e-mail address contact information
 - 3. General description of the project
 - 4. Date awarded and date completed, or date of anticipated project completion
 - 5. Project Cost (both the original and final contract price - for both 1) construction cost and 2) all engineering services provided)
 - 6. Data demonstrating ability to meet project time and budget requirements
 - 7. Firm's role in the project (specific work for which Firm was responsible; identify Team member(s) roles on the project when applicable)
 - 8. Project team members (both Firm and Team companies as well as respective individuals) who worked on that specific project
- c. Any licenses, certifications or accreditations your company holds that are relevant to the services to be performed;

3.5 Project Team and Resources

Briefly describe the project team involved on recent projects in which your Firm provided an engineering service for the categories as listed in Section 2.0. Please also include the following information:

- a. Employees (name and title) who are available and proposed to perform the work and their skills, qualifications, experience and level of expertise.
- b. Provide an Organizational Chart of these resources. Chart should identify Key team members and their office location. If applicable, chart should also identify Team Member companies with their office locations. Provide the resumes (included in the Appendix) for key staff members of the Team that will have responsibility for the work;
- c. Experience and qualifications of both the Project Manager and the key project team members that are relevant to the services to be performed;
- d. Identify proposed subconsultants utilized as a part of your team and their role(s) in your approach to the project.
- e. Any special employee training or certification of the project team members
- f. Any specialized equipment your company owns that would be used in performing the work.
- g. Current and projected work-load of the project team.
- h. For Process and Conveyance categories please indicate your proposed Team distribution discussed in Section 3.2.b.

3.6 Approach

- a. For the Process and Conveyance categories please describe your company's general approach to scoping/identifying the needs for the ReWa example project and for providing/executing the proposed services for that project.
- b. For all other categories describe the process by which projects will typically be scoped and managed.

3.7 Firm's References

- a. ReWa may independently contact any of the Owner's representatives on previous project as provided under Section 3.4.a for reference.
- b. Owner submitted references must be completed and received for at least three of the projects identified in section 3.4.a. The Firm must complete the information in the upper section of the Reference Form and submit the completed form directly to the Owner. The Owner will complete the rating within the lower section of the Reference Form and directly submit it to ReWa. Completed references should be submitted to ReWa prior to the SOQ due date.

- c. In addition to those project references identified in Section 3.4.a please provide contact information for up to 5 additional client references that ReWa may contact.

4.0 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 Firms' insurance agent or broker to ReWa within 15 (fifteen) working days from the date of award. Firms will provide Owner a minimum of 30 days advance notice in the event of the insurance policies or insurance policy is canceled. Sub-consultants/Team Members approved by Owner to perform work on this project are subject to all of the requirements in this section.

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

Worker's Compensation – State of South Carolina Statutory

Employers Liability – \$500k/\$500k

Automobile Liability

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

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

Commercial General Liability

\$ 1,000,000 Per Occurrence

(Including products and completed operations liability)

Umbrella Liability

\$1,000,000

Errors and Omissions Liability

\$2,000,000

5.0 Evaluation Criteria

Each qualifications package will be evaluated based on the criteria listed below:

- a. experience of professional personnel to be assigned to the project;
- b. related experience on similar projects;
- c. past performance;
- d. locality;
- e. demonstrated ability to meet time and budget requirements;
- f. creativity and insight related to the project;
- g. current, and projected work-loads of the Firms;

6.0 Submittals

Prepare a single SOQ regardless of the number of Categories for which you are applying. Please limit the qualification package page count as follows:

- For information associated with Section 3.1 and 3.2 not identified as excluded from the page count limitations, please limit this information to no more than five (5) pages
- For information associated with Section 3.3 through 3.7 please limit this information to no more than twenty-five (25) pages per Category.

The table of contents shall follow the cover letter (the cover letter and table of contents are not included in the overall page count). The Qualification Package Appendix shall include Firm's most recent audited financial

statement and key staff resumes (Appendix not included in the overall page count, however key staff resumes are limited to 3 pages per staff member). Pages shall be 8.5"x11" with exception to charts, photos, and exhibits which may utilize 11"x17" folded to 8.5"x11".

To be considered, packages should include one (1) original and seven (7) copies including one (1) CD mailed or delivered to:

Renewable Water Resources
Purchasing Department
Attn: Stephanie Selman
561 Mauldin Road
Greenville, SC 29607
#428 – 01/09/19 RFQ for Indefinite Delivery Contract Services

7.0 Due Dates and Inquiries:

There will be a non-mandatory Pre-Qualification meeting held on **January 23, 2019 at 1:30 pm local time** at the address shown above. Due to space limitations, **only one representative** from each interested Firm should attend this meeting.

Qualification packages shall be submitted by **February 6, 2019 at 2:00 pm local time** at the address shown above.

Questions should be directed to Stephanie Selman at 864-299-4000 ext. 274 or via e-mail at StephanieS@Re-Wa.org **no later than January 28, 2019 at 5:00 pm local time**. No other ReWa personnel should be contacted regarding this solicitation. ReWa will not be responsible for or bound by any oral instructions made by an employee(s) of ReWa regarding this solicitation.

8.0 Terms and Conditions

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

Below listed Addenda (if applicable) is hereby acknowledged:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Company _____

Address _____

Response signed in writing by:

Signature: _____

Printed Name: _____

Title: _____

Response Date: _____