



2638 Old Stagecoach Road, Cassatt, S.C. 29032
(803) 432-8235
www.cassattwater.com

February 3, 2025
REQUEST FOR QUALIFICATIONS
Kershaw County and Lee County Regional Water Authority (dba Cassatt Water)
Water and Wastewater Systems Assessment and System Mapping
For the Town of Lynchburg
ENGINEERING SERVICES

RIA Grant #P-25-5030
Cassatt Water RFQ #1

DUE DATE:
March 6, 2025, 2:00 PM (EST)

RECEIPT LOCATION:
Kershaw County and Lee County Regional Water Authority
2638 Old Stagecoach Rd
Cassatt, SC 29032

OFFICIAL CONTACT:
Nathan Ward, PE, CEO
803-432-8235, Ext 123
nward@cassattwater.com

Cassatt Water (Owner) reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interest of the Owner.

This project is being funded in whole or in part by a state grant from the South Carolina Rural Infrastructure Authority (RIA). All RIA grant requirements will apply to the contract. More information about program requirements can be found in the RIA State Grant Project Management Procedures found at ria.sc.gov/resources/forms-documents.

1. INTRODUCTION

Cassatt Water is issuing this Request for Qualifications (RFQ) to identify a licensed engineer to provide a full range of engineering services to support the implementation of the Water and Wastewater Systems Assessment and System Mapping for the Town of Lynchburg. These services will be provided under contract with the Owner, with funding provided in whole or in part by the South Carolina Rural Infrastructure Authority (RIA) under RIA State Grant #P-25-5030.

1.1. Method of Procurement

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the Owner to award the contract to a single Firm.

1.2. Project Description

The project will assess the Town of Lynchburg's water and sewer system to determine the viability of the current system with the end goal of Cassatt Water operating and maintaining the system long term in the future for the Town of Lynchburg. This study will evaluate the current water and wastewater system and develop a long-term capital improvements plan to allow planning for funding of future projects. The study will also assess the cost of operating and maintaining the system for the Town.

The Town has a Drinking Water SRF project (3110002-02) to address the water system deficiencies. Included will be rehabilitation/repainting and repair of the town's 300,000 gallon elevated storage tank, upgrade of the town's two groundwater wells, upgrade of the chemical feed systems at the water treatment plant, testing and repair/replacement of fire hydrants as needed, and updating of its operational programs and procedures including the overall water system map, emergency plan, valve hydrant maintenance program, flushing program, leak detection and repair program, and sample siting plan.

The Town also has a Clean Water SRF project (813-01). The projects consist of conducting a Sanitary Sewer Evaluation Survey (SSES) of the Town's sanitary sewer system including CCTV inspection of the collection lines, a Level 2 MACP inspection of manholes and GPS location of the manholes. Existing sewer pump stations and the wastewater treatment plant would be evaluated to determine long term usefulness. Deficiencies would be documented and prioritized with recommendations and estimated costs to address the deficiencies. The assessment would provide the town with the documentation and data needed to move forward with funding to complete needed repairs, replacements and rehabilitation. The funds being used for the SSES study will be the match for the grant.

This project will consist of the following parts to complement the work being completed under the SRF projects:

- GIS Mapping
- Hydraulic Modeling
- Water System Asset Age and Condition Assessment
- Capital Improvement Plan (CIP)
- Rate Study

1.3. Information to be Supplied by Cassatt Water

Cassatt Water will provide the following information and resources (as available) to the selected firm for use during the project:

- Maps (existing maps that are available will be provided as a starting point)
- Drawings (existing drawings that are available will be provided as a starting point)
- Other system or project information (e.g., DES compliance letters, repair logs, etc.)
- Financial records and user rates
- Access to staff for additional information
- Staff contacts

1.4. Engineering Scope of Work

To support this project, the Owner is requesting engineering services to include the following scope of work:

GIS Mapping: The first project will be to complete a GIS mapping of the entire water and sewer system. There are presently no accurate maps of the existing water distribution or wastewater system. The GIS maps will allow Cassatt Water personnel to determine the quantity of valves, piping, hydrants, meters, manholes, etc. and evaluate the condition of each.

Use sub-centimeter GPS to field locate and collect GIS asset information for both the water and sewer system. All information collected to be imported into ESRI ArcGIS. Collect information on all valves, hydrants, meters, manholes, piping, major structures (tanks, pump stations, etc.)

Hydraulic Modeling: A hydraulic model of both the water and sewer system will be completed following the GIS mapping. The hydraulic model will simulate the current operating condition of the system and highlight any current deficiencies or issues with capacity and/or flow. The hydraulic model will also be used to evaluate any upgrades and investigate any possible regional solutions. The hydraulic model will also be used to evaluate different growth scenarios for the Town.

Using the data collected from the GIS mapping, create a hydraulic model of both the water and sewer

system. The hydraulic model will be used to evaluate current conditions, future growth and any possible regional solutions.

Water System Asset Age and Condition Assessment: The water system will also be evaluated to determine any other improvements required that are not being addressed by the Drinking Water SRF project.

Complete an asset and condition assessment of the water distribution system.

Capital Improvement Plan (CIP): The CIP will be developed after the GIS mapping, hydraulic modeling and condition assessments are completed. The CIP will create a list of projects that are required to meet the future system needs along with a preliminary estimate of probable costs for all recommendations. The CIP will evaluate the cost of maintaining the current water and sewer system versus the cost of providing a regional solution for water and/or sewer. A possible alternative for the water system would be for Cassatt Water to provide the water from our distribution system. A possible alternative for the sewer system would be to create a regional pump station to pump the wastewater to an adjoining town. The existing lagoon system then could be abandoned.

After the GIS mapping, hydraulic model and condition assessment are complete, provide a CIP plan evaluating using the current system as is versus providing a regional solution.

Rate Study: A rate study will be completed to evaluate the current rates that the Town of Lynchburg charges. The rate study will also evaluate the costs of the CIP plan along with Cassatt Water's cost to operate and maintain the water and sewer system long term.

Complete a rate study to evaluate the current water and sewer rates that the Town of Lynchburg charges and provide recommendations for increases.

Final Report: Provide a final report of the complete project. Final report must include an analysis of the proposed regional solution and timeline for action.

1.5. Project Schedule

The estimated project schedule is as follows:

Notice to proceed	May 1, 2025
Completion of GIS mapping	July 30, 2025
Completion of hydraulic modeling	September 11, 2025
Completion of condition assessment, CIP and rate study	December 10, 2025
Completion of first draft of report	January 16, 2026
Completion of final edits to report	February 26, 2026

Presentation of findings to the Owner	March 5, 2026
Grant close-out	March 26, 2026

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES

2.1. Submittal of Statements of Qualifications

The Owner is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in South Carolina Business Opportunities in accordance with the RIA procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Nathan Ward, PE
 Chief Executive Officer
 Cassatt Water
 803-432-8235, Ext 123
nward@cassattwater.com

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and two (2) copies plus one (1) digital copy of its statement of qualifications to Nathan Ward at the address above no later than **March 6, 2025, 2:00 PM (EST)**. Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any qualifications package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

2.2. Proposed Procurement Timeline

Advertisement of RFQ	February 3, 2025
Final Date to Receive Written Questions/Clarifications	February 27, 2025, 2:00 PM
RFQ Closing Date	March 6, 2025, 2:00 PM
Completion of Selection Committee Review and Recommendation	March 27, 2025, estimated
Execution of Contract	April 30, 2025, estimated

2.3. Labeling of Submissions

All submissions must be submitted in a sealed envelope or package plainly marked "Cassatt Water – Water and Wastewater Systems Assessment and System Mapping for the Town of Lynchburg, ATTN: Nathan Ward" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Owner or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

2.4. Proprietary/Confidential Information

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the Owner and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

2.5. Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Nathan Ward no later than February 27, 2025, 2:00 PM. All questions submitted and their answers will be posted on the Owner's website as an addendum to this RFQ. No telephone inquiries will be accepted.

2.6. Addenda

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by Cassatt Water will become part of the official RFQ and will be posted on the Owner's website, www.cassattwater.com under the "Resources" tab. Receipt of all addenda must be acknowledged in the response to this RFQ.

2.7. Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the Owner other than the official contact identified in this RFQ. If such contact is made, the Owner reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Owner to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.5.

2.8. Acceptance and Rejection of Submissions

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The Owner reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Owner also reserves the right to accept or reject any or all submissions received in response to this RFQ. The Owner is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The Owner reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

2.9. Cancellation/Rejection

The Owner may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the Owner. The Owner may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Owner.

2.10. Conflict of Interest

Respondents shall promptly notify the Owner in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake and request an opinion of the Owner as to whether the association, interest, or circumstance would, in the opinion of the Owner, constitute a conflict of interest. By responding to this RFQ, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Owner or any other conflict as may be set forth herein.

2.11. Collusion

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Owner believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFQ and any resulting contract.

By responding to this RFQ, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

3. STATEMENT OF QUALIFICATIONS CONTENTS

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than **20 single sided** 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and resumes). No double-sided printing. The submission must include the following, in the order listed:

3.1. Cover Letter

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFQ and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFQ.

3.2. Firm Qualifications

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of the RFQ
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFQ
- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

3.3. Key Personnel

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the Owner during day-to-day operations and include their contact information. Include resumes in an appendix for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

3.4. Relevant Experience

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with RIA requirements or grant-funded projects. Also include any relevant work performed in a nearby jurisdiction or in the Owner's jurisdiction.

3.5. Project Approach

A statement of understanding of the work to be done and a detailed methodology and work plan to include

a proposed list of required tasks and milestones to address the scope of work included in this RFQ. Include any additional recommendations, options or alternatives that should be taken into consideration by the Owner.

3.6. Firm Workload

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's timeline requirements as outlined in this RFQ.

3.7. References

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

4. EVALUATION AND AWARD PROCESS

4.1. Selection Committee

The Owner will conduct a formal selection process to determine the best qualified respondent based on the criteria detailed in Section 5. This process will include the formation of a selection committee, and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Owner reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

4.2. Notice of Intent to Award

The selection committee's recommendation for award will be presented to Cassatt Water's Board of Commissioners for consideration. If approved, a notice of "Intent to Award" will be posted on the Owner's website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

4.3. Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the South Carolina Consolidated Procurement Code, S.C. Code Section 11-35-4210.

The protest must be submitted in writing to the following address:

Cassatt Water
2638 Old Stagecoach Rd
Cassatt, SC 29032

4.4. Contract Negotiations/ Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the “Intent to Award” will be invited to enter into contract negotiations with Owner to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Owner and the selected respondent. If an agreement cannot be reached with the highest ranked firm, the Owner will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Owner.

Per RIA guidelines, any contract negotiated as a result of this procurement process will require review from RIA prior to award/execution. Once a draft contract is negotiated, the Owner will submit it to RIA for review. Once the review is complete, the Owner and the selected respondent will enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

Per RIA guidelines, no more than 75% of grant funds will be disbursed prior to successful RIA review of final deliverables.

5. SELECTION CRITERIA

The selection criteria and their relative importance in making the selection are:

5.1. Qualifications of Firm/Personnel (25%)

Technical expertise and competence, including education, professional licensure or certification, and years of experience of individuals who will be assigned to this project.

5.2. Related Experience on Similar Projects and Past Performance (25%)

Extent of relevant experience with infrastructure projects of a similar nature, including experience with RIA state-funded construction or planning grants. On past projects, the respondent’s ability to deliver a quality work product on budget and on schedule as well as consistently communicate and coordinate project details and milestones with the client in a professional manner.

5.3. Project Approach (25%)

The soundness, suitability, comprehensiveness and creativity of the respondent’s stated approach to the

project and the desired outcome of the project.

5.4. Recent, Current, and Projected Workload (15%)

Workload of the firm and key personnel, related to how it might impact the respondent's ability to meet the project's schedule requirements.

5.5. Proximity and Local Knowledge (10%)

Proximity to the project location and knowledge of the area and the infrastructure to be improved, as demonstrated through relevant experience.