



**Request for Qualifications:
Indefinite Delivery Contract for
Engineering Services**

Due: Monday, January 22, 2024 @ 2:00 PM

**MAIL OR DELIVER RESPONSE TO:
Newberry County Water and Sewer Authority
Attn: Donald Stockman, Staff Engineer
13903 CR Koon Highway
Newberry, SC 29108**

A. Introduction

Newberry County Water and Sewer Authority (NCWSA) is seeking qualified, licensed firms to provide engineering services. These services may include, but are not limited to, water and wastewater design, water treatment design and wastewater treatment design.

The purpose of this RFQ is to select up to five (5) firms to provide engineering services for NCWSA.

B. Method of Procurement

This is a qualifications-based procurement. Awards will be given to the most responsible, responsive, and highly qualified firms as ranked by the selection committee. Procedures for this procurement are identified in Section F, INSTRUCTIONS TO FIRM. Cost is NOT a factor in the ranking of Firms. Therefore, do not reference the Firm's cost in the RFQ response. Any RFQ response with any discussion of cost will be disqualified.

NCWSA will be issuing an Indefinite Delivery Contract (IDC). The contract term will be for five (5) years from the date the contract is signed.

Each firm shall be limited to a total expenditure of five hundred thousand dollars (\$500,000.00) per five (5) year period. All firms may not be awarded a project during the contract period.

C. General Scope of Services

Requested engineering services include, but are not limited to the following:

- Capital Improvement Planning
- Economic Development
- Grant Applications & Submittals (i.e., RIA, USDA, Capital Project Sales Tax, etc.)
- Water Distribution System Design
- Sanitary Sewer Collection System Design
- Water Treatment Design
- Wastewater Treatment Design
- Field Surveys
- Right-Of-Way Acquisition
- Permitting (i.e., SCDHEC, NPDES, etc.)

- Construction Inspection Services
- Hydraulic Modeling
- Pump Station Design
- Pretreatment Program Consultation

Specialty engineering services required as part of the services described above may be added and administered through this contract.

D. Submittal Format & Delivery

To be considered for this project, each firm must provide one (1) original, three (3) copies of its proposal. Proposals should be hand delivered. NCWSA assumes no liability for mailed proposals that fail to arrive prior to the submission deadline. Proposals received after the submission deadline will be returned unopened. The proposal shall be addressed and delivered as follows:

Newberry County Water and Sewer Authority
Attn: Donald Stockman, Staff Engineer
13903 CR Koon Highway
Newberry, SC 29108

The following shall be included in the RFQ response:

- Cover Letter
 - Introduction - signed by an authorized agent of your firm.
- Firm's Experience
 - Firm's capabilities & resources, descriptions of related projects.
- Key Staff Experience & Qualifications
 - Project manager, key staff member's experience & capabilities.
- Workload
 - Provide a chart indicating the recent, present, and projected workload of all key personnel. Indicate availability for this contract.
- References
 - List contact name, title, agency, phone number, e-mail address, and mailing address.
- Required Forms
 - Include all required forms at the end of the submitted proposals as specified in the last section of this RFQ.

E. Evaluation of Proposals

The NCWSA selection committee will evaluate each proposal based on the stated selection criteria:

<u>Criteria</u>	<u>Maximum Score</u>
Firm's Experience	25
Key Staff Experience & Qualifications	25
Related Experience on Similar Projects	25
Recent, Current, and Projected Workload	25
<hr/>	
Total	100

NCWSA may reject any proposal in whole or in part when deemed in the best interest of NCWSA.

Thank you in advance for taking your time to prepare a proposal for this project. If you have any questions, please email Donald Stockman at dstockman@newberrycountywsa.com.

F. Instructions to Firm

1. **ADDITIONAL INFORMATION:** NCWSA reserves the right to request or obtain additional information regarding all responses to the RFQ.
2. **CERTIFICATION FORMS:** Submission forms located in the document must be completed, signed, and submitted with the RFQ response. Failure to submit these forms may result in the RFQ response being deemed nonresponsive.
3. **CLARIFICATIONS:** NCWSA, at its discretion, shall have the right to seek clarifications from any Firm to fully understand information contained in their RFQ responses.
4. **DEBARMENT CERTIFICATION:** NCWSA requires certification by prospective Firms as to current history regarding debarment, eligibility, indictments, convictions, or civil judgements. All Firms are required to submit the Debarment certification form with its RFQ response. Any individual, business, organization, corporation, partnership, joint venture, or any other entity

currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of South Carolina for any reason is ineligible to respond to the RFQ. A CERTIFICATION REGARDING DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS is included in the Appendix to this RFQ.

5. DRUG FREE WORKPLACE CERTIFICATION: By submitting an RFQ response, the Firm certifies that, if awarded a contract, the Firm will comply with all applicable provisions of the Drug-Free Workplace Act, Title 44, and Chapter 107 of the South Carolina Code of Laws, as amended.
6. ETHICS CERTIFICATION: By submitting this RFQ, the Firm certifies that the Firm has and will comply with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended.
7. INSURANCE: Firm is responsible for obtaining all required statutory and contractual insurance, including but not limited to Professional liability insurance. Insurance certificates shall be submitted to NCWSA prior to execution of this IDC contract. The Firm shall maintain all forms of insurance required by law in the State of South Carolina. The Firm shall also maintain insurance coverage for comprehensive, general liability, automobile liability, and employer liability. Newberry County Water & Sewer Authority will be named as an "additional insured" party. This policy shall remain in effect for the duration of any Contract. Minimum insurance coverage limits can be seen below:
 - Professional Liability Insurance – Min. \$2,000,000.00 per occurrence.
 - Comprehensive, General Liability, Automobile Liability, Employer Liability – Min. \$1,000,000.00.
8. LAWS AND REGULATIONS: It is the responsibility of the Firm to know and understand state and federal contracting and project regulations, rules, polices and procedures. Firms shall conform to all state and federal requirements.
9. OWNERSHIP: All materials and written qualifications submitted pursuant to this RFQ shall become the property of NCWSA and will not be returned. All responders must visibly mark as "CONFIDENTIAL" each part of their submission that they consider containing proprietary information. All unmarked pages will be subject to release in accordance with the law. Proposer should be prepared, upon request, to provide justification of why such materials should not be disclosed under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, et seq.

10. RFQ PREPARATION COSTS: NCWSA assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFQ.
11. RIGHT TO MODIFY and AMEND RFQ: NCWSA reserves the right to modify or amend any provision of this RFQ, including the determination of its intent to award a contract pursuant to this RFQ.
12. RIGHT TO REJECT: NCWSA reserves the right, in its sole discretion, to reject any and all RFQ responses if it determines that such rejection is in the best interest of NCWSA.
13. RIGHT TO CANCEL: NCWSA reserves the right to cancel the advertisement, negotiations, or contract at any time in the best interest of NCWSA.
14. VALIDITY OF INFORMATION: The Firm shall be held responsible for the validity of all information supplied in its RFQ. Should subsequent investigation disclose that the facts and conditions were not as stated, the RFQ may be rejected or contract terminated for default if after award, in addition to any other remedy available under the contract or by law.

G. Required Forms

The following completed forms are required to be returned with each RFQ:

- Firm's Submittal Form
- Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification of Firm
- Drug-Free Workplace Certification
- Equal Employment Opportunity Certification
- Certificate of Insurance



RFQ: FIRM'S SUBMITTAL FORM

In compliance with the RFQ: the undersigned hereby proposes to provide professional engineering and design services for Newberry County Water & Sewer in accordance with the instructions, terms, conditions and requirements incorporated in the Request for Qualifications.

Name of Firm

Address

Federal Tax Identification Number

Principal's Name and Title (type or print)

Email Address

Principal's Signature

State of Incorporation

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL



**RFQ: CERTIFICATION OF PRIMARY PARTICIPANT REGARDING
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The Firm of, _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three (3) year period preceding this proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the Firm is unable to certify to any of the statements in the certification, the Firm shall attach an explanation to this certification.

The Firm of, _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Date

Authorized Official/Title

SAM's No. _____

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RFQ: CERTIFICATION OF FIRM

I hereby certify that I am the duly authorized representative of FIRM and that neither I nor the FIRM I here represent has:

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the FIRM) to solicit or secure this contract;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above FIRM) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any);
- d) Either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted proposal.

By execution of this Agreement, FIRM certifies FIRM and all sub-firms, contractors, employees and agents will comply with South Carolina's Ethics, Governmental Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - §8-13-790, 8-13-705, 8-13-720; (b) Recovery of kickbacks - §8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official - §8-13-720, (d) Use or disclosure of confidential information - §8-13-725, € Persons hired to assist in the preparation of specifications or evaluation of bids - §8-13-1150, (f) Solicitation of state employees - §8-13-755, §8-13-760 and §8-13-725. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision.

I acknowledge that this certificate is subject to applicable State and Federal laws, both criminal and civil.

Firm

Authorized Official/Title

Signature

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RFQ: DRUG-FREE WORKPLACE CERTIFICATION

This certification is required by the Drug-free Workplace Act, Section 44-107-10 et seq South Carolina Code of Laws (1976, as amended). The regulations require certification by Contractors/Vendors prior to award, that they will maintain a drug-free workplace as defined below the certification set out below if a material representation of fact upon which reliance will be placed when determining the award of a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contract, or suspension or debarment from the right to submit bids or proposals for NCWSA projects.

For purposes of this Certification, "Drug-free Workplace" is defined as set forth in Section 44-107019 (1), South Carolina Code of Laws (1976, as amended). The aforesaid Section defines workplace to include any site where work is performed to carry out the Contractor's/Vendor's duties under the contract. Contractor's/Vendor's employees shall be prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Drug-free Workplace Act.

By signing this document, the Firm hereby certifies that it will provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's/Vendor's workplace and specifying the actions that will be taken against employees for violation of the prohibition;
- (2) Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The Contractor's/Vendor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) above;
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five (5) days after the conviction

- (5) Notifying the using agency within ten (10) days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) Taking one of the following actions, within thirty (30) days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted;
 - a. Taking appropriate personnel action against the employee, up to and including termination; and
 - b. Requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6) above.

Firm

Address

Authorized Representative Name/Title

Email Address

Signature

Date

Witness Name (Print)

Signature of Witness

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RFQ: EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Newberry County Water & Sewer Authority requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-receipts of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Firm hereby certifies that their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Firm

Address

Authorized Representative Name/Title

Email Address

Signature

Date

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