

CHESTER METROPOLITAN DISTRICT

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CHESTER, SOUTH CAROLINA

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES FOR
WATER FILTRATION PLANT EXPANSION

September 11, 2019

**REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES FOR
WATER FILTRATION PLANT EXPANSION
CHESTER METROPOLITAN DISTRICT**

1.0 GENERAL BACKGROUND

- 1.1 Chester Metropolitan District (CMD) is soliciting Qualifications from qualified professional engineering firms licensed in the State of South Carolina to provide multi-phase engineering services for the planning and design of an expansion at the Robert W. Hemphill Water Treatment Facility in Fort Lawn, South Carolina.

CMD intends to select a firm with which to negotiate a contract based on the responses to this Request for Qualifications (RFQ). Responses to this RFQ will be used to determine the relative qualifications of various firms to perform the scope of work and tasks specified. Selection will be based on demonstrated expertise in the design, construction administration and project management of water treatment facilities experience.

- 1.2 Questions about this RFQ shall be in writing or via email Andy Litten, PE, District Engineer, at the address below. The deadline for submitting questions regarding this RFQ is September 30, 2019. All responses to questions, including any significant changes and/or modifications, will be placed on the District's website (www.chestermetrosc.com) in the form of an Addendum. All Addenda will be posted by October 7, 2019.

Andy Litten, PE
District Engineer
Chester Metropolitan District
155 Wylie Street
P.O. Box 550
Chester, SC 29706
Email: alitten@cmdcsd.com
Phone: (803) 581-9263

Respondents or their representatives with an interest in working with Chester Metropolitan District on this project shall refrain from contacting any public officials or departments, or their employees, either directly or indirectly.

- 1.3 Qualification packages must be submitted and received at the office of Susan Roddey, Executive Assistant at the previously listed address no later than **4:00 P.M EST, October 14, 2019**. Firms shall be prepared to meet with District staff/representatives to discuss any portion of their qualification package before a decision is made concerning responses to this RFQ. Firms responding will be responsible for any costs associated with, or incurred in, preparing or responding to the RFQ. All submitted responses will be retained as property of CMD and will not be returned.
- 1.4 This RFQ contains, in general terms, the overall objectives of CMD in obtaining the services of a consultant. While an attempt has been made to describe the general expectations of CMD and the anticipated work that should be performed, CMD and the successful firm shall define a more

specific scope of work and fee schedule for each phase as part of the negotiation process.

- 1.5 **The letter of introduction and interest required with the RFQ must contain an original, handwritten signature of an authorized representative of the responding firm.**
- 1.6 Responding firms will not be allowed to make any changes or corrections after qualification packages are submitted to CMD.

Qualifications and supporting material should be enclosed in a sealed envelope marked with the words *Chester Metropolitan District Water Filtration Plant Expansion RFQ* and with the name of the responding firm.

2.0 SCOPE OF WORK

- 2.1 CMD is seeking a qualified firm to help it complete an expansion of the Robert W. Hemphill Water Treatment Facility in Fort Lawn, South Carolina. The facility is currently rated at 7.2 Million Gallons Per Day (MGD). The expansion will allow the facility to continue uninterrupted service to the current residents and businesses of Chester County while providing adequate reserve capacity to serve prospective customers in this rapidly growing area. The expansion of the water treatment facility will be completed in a multi-phase manner. The Preliminary Engineering Report is Phase 1 of the project and design, permitting, and construction will be subsequent phases of the project.

Project Objectives:

- Perform stress test on existing treatment train to determine maximum available capacity. Make a determination whether or not the existing treatment train should be re-rated to a larger maximum capacity.
- Consider improvements to the treatment train to increase sedimentation and filtration rates to increase (maximize) water treatment capacity within the foot print of the existing water plant.
- Evaluate existing raw water pumping capabilities and provide recommendations for improvements to raw water pumping to support proposed water treatment production rates.
- Evaluate existing high service pumping capabilities and provide recommendations for improvements to high service pumping to support proposed water treatment production rates.
- Evaluate existing chemical storage facilities and make recommendations to support proposed production rates.
- Evaluate existing sludge dewatering capabilities and make recommendations for facility improvements to accommodate proposed water treatment rates.
- Evaluate the need for additional ground storage tank(s).
- Evaluate existing administration building and make architectural recommendations to increase office space, expand laboratory or build new, replace glazing around filter deck, replace HVAC system and provide for temperature control for entire building.
- Make recommendations to upgrade existing SCADA system to operate and monitor all treatment processes.

Final recommendations and phasing of improvements to meet CMD's objectives may include a variation of the improvements listed above and may require multiple phases.

2.2 Preliminary Engineering Report

The selected firm will be required to develop engineering recommendations regarding the implementation of the overall project objectives and to complete a study that describes in detail the unit processes and improvements that are recommended. All study information, recommendations and preliminary estimate of costs shall be presented in the form of a PER. The PER should be completed to significant detail that it can be submitted to SCDHEC for approval. Implementation of the PER may occur in phases based on CMD goals and budgetary constraints. The PER shall account for phasing of improvements and shall ensure that improvements and goals are met efficiently.

2.3 Design of New Facilities

The selected firm will be responsible for the design of the improvements outlined in the PER. This work shall include surveying, the preparation of plans and specifications for all new and/or renovated facilities, preparation of an opinion of probable costs and coordination and submittal of the documents to SCDHEC for review and approval prior to local permitting.

2.4 Permitting

The firm shall be responsible for acquiring the SCDHEC Permit to Construct, SCDHEC land disturbance permit, SCDHEC Permit to Operate and assisting CMD with the completion of any other required applications and permits.

2.5 Bid-Phase Services

The consultant shall be responsible for assisting in the bid phase of the project. This shall include but not be limited to the preparation of bid documents, conducting a pre-bid conference, issuing addenda, conducting the bid opening and providing a written recommendation for award.

2.6 Construction Oversight and Administration

The selected firm will perform construction administration and oversight of the project including conducting a pre-construction conference, providing resident inspections, processing contractor pay requests, reviewing shop drawings, preparing as-built drawings and assisting CMD in completing all reports and submittals to any potential funding sources.

3.0 FORM OF PROPOSALS/QUALIFICATIONS

3.1 Interested firms shall submit one original and four signed copies of their qualification package to CMD at the address shown in the General/Background Section (Part 1.2 of this RFQ). Qualifications and supporting material should be enclosed in a sealed envelope marked with the words "Chester Metropolitan District Plant Expansion PER RFQ" and the name of the corresponding firm. Qualifications should be organized according to the outline in this section of the RFQ. Conciseness, clarity and relevance are desired.

All proposing firms must have been professionally engaged in the project management and engineering fields with experience in the public sector for a minimum of ten (10) years. In

addition, all proposing firms must employ qualified, in-house personnel, who are South Carolina licensed and qualified in the following disciplines:

- Civil engineering;
- Construction administration,
- Construction cost estimating/value engineering; and
- Project management.

These professionals must not simply be credentialed they also must demonstrate that they have seasoned, hands-on experience in the engineering and construction industry.

The firm must demonstrate that the assigned staff to this project possesses the ability to lead and manage work teams that are multi-disciplinary and multi-functional. In addition, proposing firms must be able to demonstrate that they possess the ability to develop, monitor, control and manage changes in a project's scope, time, resources, cost and risk.

3.1.1 General Information

- A. Provide the firm name, address, telephone and fax numbers of the headquarters office and, if applicable, the branch office designated for this project.
- B. Provide a general description of the capabilities of the firm, including information relating to its history, size, principals, professional staff and structure.
- C. If sub-consultants are proposed, please provide the name of each firm, the office location, complete contact information and the services to be provided for the project.
- D. Provide an organizational chart identifying members of the team, including sub-consultants who would be assigned to the project. The chart should delineate the roles and responsibilities of the team members.

3.1.2 Experience & Personnel

- A. Identify and describe projects the firm has completed in the past ten (10) years, which are similar in scope to this project. Likewise, provide project names, owners' contact information, completed cost of construction and the date completed for the projects.
- B. Describe the personnel who will be assigned to this project. Include their experience and qualifications. Indicate their specific role in this project and experience in similar projects. Identify the person who is expected to be a primary contact.
- C. Provide a minimum of five (5) references, including addresses and telephone numbers of clients for whom the firm has completed similar projects.
- D. List any contracts performed in the last five (5) years by the firm in which there was a claim filed by an Owner against the Engineer or the firm failed to complete a project.

3.1.3 Approach

- A. Project Approach – Based upon the information presented herein, provide a description of the overall project approach the firm will take for the project.
- B. Management Plan – Describe the management plan to be used, including staffing configurations. Provide assurance that the personnel needed to complete each phase of the project in a timely manner are available.
- C. Quality Assurance – Describe the necessary steps that will be taken by your firm’s management and staff to insure and provide the best quality product to CMD.

3.1.4 Schedule

Please provide a proposed schedule for each phase of the project, including starting and completion dates for all major services. The study (i.e., PER) should be completed within 120 calendar days of the execution of the contract and the final project plans, specifications and permits must be submitted to SCDHEC within 180 calendar days of approval of CMD’s PER. A schedule with a time chart showing the major activities and milestone dates should be provided.

4.0 QUALIFICATION REQUIREMENTS

- 4.1 Qualifications will be considered based upon the documented qualifications and applicable experience of the firms proposing. It is anticipated that the successful firm and CMD will work together to develop a more detailed scope of work.

5.0 CERTIFICATES OF INSURANCE

- 5.1 Once selected, the firm hired to provide the services referenced in this RFQ will be required to provide proof of insurance to include professional liability, workers compensation, employer’s liability, general liability and auto liability on the appropriate Accord Form prior to commencing work.

6.0 SUMMARY OF QUALIFICATION CONTENTS

- 6.1 Qualifications and supplemental information should be limited to no more than twenty-five (25) pages of material, front and back included. The cover page, letter of introduction and section tabs will not be counted against the page limit.
- 6.2 In summary of the minimum requirements identified in Part 3, all responses should include, but not be limited to, the following information:
 - A. A letter of introduction and interest identifying the firm;
 - B. General information;
 - C. A detailed summary of the firm’s relative experience with references and contact information;

- D. Identification of all individuals who will be assigned by the firm to work on this project to include a detailed summary of each individual's professional credentials, relevant experience and availability, this should also include a summary of the qualifications and relevant experience of all sub-consultant personnel if applicable;
- E. A detailed discussion of the project approach that indicates an understanding of the goals and requirements of this RFQ with specific reference as to how the firm would propose to accomplish the work items described;
- F. Other information that the proposing firm may wish to include; and
- G. Propose a schedule for each phase of the project.

7.0 SELECTION CRITERIA AND PROCESS

7.1 Qualifications will be evaluated and reviewed by District staff. This evaluation may include discussions with all or some of the firms providing responses to include interviews. Listed below are some of the criteria that may be used on making a selection:

- A. Evaluation of the firm's ability to successfully complete all requirements as specified in this Request for Qualifications (25%);
- B. Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization (25%);
- C. Demonstrated understanding of the project and abilities of the firm to successfully complete the expected scope of work on schedule and within budget (25%);
- D. Examination of how the firm will propose to accomplish project objectives (use of innovative methods, unique approaches, reasonableness of proposed approach) (20%); and
- E. Other factors determined to be relevant (5%).

In Conclusion, Chester Metropolitan District reserves the right to reject any or all Qualifications, to waive any and all technicalities and to select the firm who is determined to best meet the needs of CMD for this project.