

CHESTER METROPOLITAN DISTRICT

CHESTERSM
METROPOLITAN DISTRICT



CHESTER, SOUTH CAROLINA

REQUEST FOR BIDS

York Road Booster Station Evaluation Project

May 6, 2024

REQUEST FOR BIDS
YORK ROAD BOOSTER STATION EVALUATION PROJECT
CHESTER METROPOLITAN DISTRICT

Sealed Bids for the construction of the indicated project will be received by the Chester Metropolitan District, (hereinafter referred to as the “District”). Proposals will not be publicly opened or read.

The Work is located at:

718 Old York Rd
Chester, SC 29706

Sealed bids will be received at the owner’s address:

Chester Metropolitan District
155 Wylie Street
P.O. Box 550
Chester, Sc 29706
Attn: Andy Litten

Until bid opening at:

Chester Metropolitan District
155 Wylie Street
Chester, Sc 29706
Friday, May 24, 2024
3:00 P.M., Local Prevailing Time

SECTION I – PROJECT INTRODUCTION AND OVERVIEW

A. General Overview:

The York Road Booster Station was constructed in 1984. The booster station is an USEMCO in-ground package unit capable of pumping 2,000 gallons per minute at 220 feet discharge head to fill a 300,000-gallon elevated tank and provide fire flow protection to the York Road Industrial Park. The booster station has two, 100 hp, low/high speed pumps with a rated capacity of 1,000 gallons per minute. The pumps operate in a lead/lag sequence. The pump station is controlled remotely through the SCADA system at our water filtration plant.

B. Purpose of Request For Proposal:

The District is currently seeking proposals from qualified engineering consulting firms to evaluate the existing booster station and provide recommendations to renovate or replace the

booster station. The services would include the work described hereafter and detailed in Section III: Scope of Work and Technical Specifications.

1. Project Management
2. Data Gathering
3. Pump Station Operation Analysis
4. Report Preparation and Submission

The above are specific tasks to be included in the proposed scope of work as a minimum.

It is the intent of the District to receive responses to the RFP to select a firm which, in the opinion of the District, is best suited to perform the required services. The purpose of this Proposal therefore, is to provide the District with the information necessary to select the most qualified firm while obtaining the best fee for the requested services.

C. Selection Criteria:

The Criteria for firm selection will be based on, but not limited to, the following:

1. Firm's Qualifications and Experience with evaluation and design of booster stations of the size and configuration specified herein.
2. Experience and qualifications of personnel assigned to perform the work.
3. Technical approach and understanding to meet the District's needs.
4. Provide a schedule for completing each task including deadlines for preparing project deliverables.
5. Fee and Payment Terms.
6. Exceptions Taken to RFP.
7. Location of Consultant (i.e. proximity to District).

D. Evaluation And Selection Process:

1. Submittal Review: A committee will review and evaluate each submittal to determine if it meets the RFP requirements. Failure to meet the requirements set forth in the RFP will be cause for eliminating the proposer from further consideration.
2. The technical proposals will be evaluated and ranked by the selection committee. The selection committee will establish the ranking order. The District will negotiate with the top ranked firm, if deemed necessary by the selection committee. If agreement cannot be reached with the number one ranked firm, then the negotiations will be terminated and the firm will be informed in writing. The number two ranked firm will then be invited to enter into the negotiations process.
3. The committee may interview the top ranking proposers. The District reserves the right to begin negotiations and enter into an agreement without interview or further discussions.
4. The District reserves the right to, at their sole discretion, qualify and select the most qualified firm during the selection process or alternatively through the interview process.

SECTION II – PROPOSAL REQUIREMENTS

The proposal should respond to the requirements set forth herein. In addition, proposers need to demonstrate their capabilities, background, expertise, etc. in order for the District to effectively evaluate the proposals, and award to the company that provides the best value to the District based on the selection criteria in Section I. The Proposal should include, at a minimum, the following information:

A. Cover Letter

B. Executive Summary: to include a brief summary of the firm's origin, background, and size of the company, an overall organizational chart, the overall capabilities of the organization, appropriate licenses and certifications, and proximity of company's resources to the District's offices and facilities.

C. General Requirements: The proposal should include the following:

1. An understanding of the project and approach to accomplish the work in a timely and acceptable manner.
2. A detailed description of the services to be provided based on the consultant's understanding of the project scope.
3. A detailed work schedule for all work and time frame for items of work.
4. A project organization and staffing chart.
5. Identification of the individual who will have overall responsibility for the project and who shall be a licensed Engineer in the State of South Carolina.
6. A resume of the key staff who will be working on this project, including specific experience on similar projects.
7. The proposal shall have a page limit of 20 single-sided pages including appendices, tabs, and cover.
8. A not-to-exceed fee based on the services outlined in the Scope of Work.
9. Six (3) hardcopies and one (1) electronic copy (pdf) of the proposal shall be submitted to the District.

D. Statement of Qualifications:

1. Qualifications and Experience (Firm and Personnel) – a description of the company's expertise related to services requested and a full discussion of the company's recent experience directly related booster pump station assessments and design. Provide resumes of key people that address experience and qualifications, educational background, and skills.
2. Availability – Briefly describe your firm's and personnel's ability to meet the District's needs in a consistent and timely manner.
3. References – list three (3) former municipal (preferred) or private clients for whom comparable services have been performed within the last five (5) years. Include the name, mailing address, telephone number, and email address of each client's principal representative.

4. List of Subcontractors – a description of any subcontract arrangements that would be utilized for this project. Include a full description of the subcontractor’s experience and personnel.
 5. Firm’s Business Information
 6. Additions, Deletions and/or Exceptions : compliance with the RFP requirements. The Proposer shall note any additions, deletions and/or exceptions to the RFP requirements. If there are no exceptions taken, please note in the form: “There are none”.
 7. Project Fee Proposal – said fee schedule shall include hourly rates; fees for all sub-consultants, and percentage markup of reimbursable expenses, if any shall be included. The rates shall be valid for the term of the contract. In the Project Fee Proposal, include the following information:
 - i. A detailed personnel-hour estimate by personnel classification for the major portions of the work broken down for each task, milestone report and/or plan deliverable.
 - ii. Fees for any subcontractors.
 - iii. A total not-to-exceed fee estimate based on services outlined in Scope of Work.
 - iv. The method of compensation shall be based on a time and expense basis subject to a not-to-exceed amount to complete the project.
- E. The District reserves the right to withhold award of contract for a period of ninety (90) days following RFP opening. All proposals received are considered firm for that 90-day period.
- F. A contract incorporating the terms and conditions contained herein will be sent to the successful Proposer. Any additional terms and conditions requested or comments by Proposer must be submitted with the proposal (Section II.A.6.: Additions, Deletions and/or Exceptions) and will be considered as part of the selection/negotiation process.
- G. Any questions as to the meaning of the scope of work and/or technical specifications or other pre-proposal documents must be submitted in writing and shall be directed to Andy Litten, PE at alitten@chestermetrosc.com. Any and all interpretations and any supplemental instructions will be sent to all prospective Proposers not later than that date set forth. All addenda so issued shall become part of the contract documents. Under no circumstances may the Proposer contact any other department or individual for clarification or interpretation of any requirements herein.
- H. The District reserves the right to reject any or all proposals, either separately or as a whole and to waive any informality in a proposal or to accept any proposal presented which it deems best suited to the interest of the District and is not to be bound to accept the lowest price.
- I. The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the District. If any pages are deemed as confidential or proprietary those pages should be individually marked confidential or proprietary.

- J. At the time of the opening of proposals each Proposer shall be presumed to have read and be thoroughly familiar with the RFP and proposal requirements (including all Addenda).
- K. Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the South Carolina Freedom of Information Act.

SECTION III – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The following items shall be included in the proposal. This is the minimum amount of effort expected.

A. Project Management

- a. Project Meetings.
- b. Site Visits.
- c. Coordination with the District.

B. Data Gathering

- a. Site inspection.
- b. Evaluate structural condition of booster station.
- c. Evaluate controls and electrical condition.
- d. Evaluate piping condition.
- e. Evaluate other components that affect the life span and long-term viability of the booster station.

C. Pump Station Operation Analysis

- a. Evaluate the performance of the station meets the current needs of the system.

D. Report Preparation and Submission

- a. Compile all the information into an engineering report that details the existing condition and performance of the booster station.
- b. Provide recommendations on short-term and long-term improvements to the booster station.
- c. Anticipate one draft submittal and one final submittal.