

# OCONEE JOINT REGIONAL SEWER AUTHORITY REQUEST FOR PROPOSALS

## PROJECT #2024-07 WWTP Utility Water System Condition Assessment and Recommendations



**SUBMITTAL DUE DATE/TIME: Friday, December 22, 2023 at 2:00 PM Local Time**

Advertisement Date	On or before November 17, 2023 at 12:00 pm Local Time
Pre-submittal Conference (optional)	December 5, 2023 at 10:00 am Local Time OJRSA Operations & Administration Building 623 Return Church Rd., Seneca, SC 29678
Deadline for Inquiries	December 12, 2023 at 4:00 pm Local Time
Submittal Deadline	December 22, 2023 at 2:00 pm Local Time
Interviews (if necessary)	To be held virtually during the week of January 1, 2024
Project Award (anticipated but subject to change)	January 8, 2024 OJRSA Board Meeting
Begin Project	Upon notification of Notice to Proceed by OJRSA

# REQUEST FOR PROPOSALS

## **1 – SCOPE OF SOLICITATION AND TECHNICAL INFORMATION**

### **1.a GENERAL**

The Oconee Joint Regional Sewer Authority (hereafter referred to as “Owner” or “OJRSA”) is requesting proposals from interested professional engineering and design firms (“Firm” or “Firms”) to provide a utility water system condition assessment and recommend improvements to equipment and materials to be incorporated into the OJRSA capital improvement plan for the Coneross Creek Water Reclamation Facility (“WRF”).

The purpose of the utility water system is to provide reuse water for washdown and cleaning and is to be used in place of potable water. There are currently three (3) utility water pumps in a pit that provide the pumping for the system and only one (1) pump normally runs at a time. Water is taken from the overflow of the contact chamber and flows through a strainer that is located on the discharge line to remove any residual solids from the treated wastewater. A separate pump provides water to the washdown cannons on an onsite wet weather storage basin. This pump is normally idle and must be started when the basin is to be cleaned.

OJRSA will select one Firm to fully complete the project. The contract method will be a standard professional services contract.

### **1.b BACKGROUND**

The OJRSA is a public organization as established by the Title 6 Chapter 25 of South Carolina Law (Joint Authority Water and Sewer Systems Act). The OJRSA actually consists of two (2) systems that operate independently of each other: the “wholesale” trunk-and-treat system and the retail system that serves southern Oconee County. Both systems utilize the WRF, permitted at 7.8 million gallons per day, for treatment.

### **1.c SCOPE OF WORK AND DELIVERABLES**

The selected Firm will be responsible for evaluating all aspects of the current utility water system at the WRF. This assessment will be for all plant utility water equipment, including its location, pipe condition, hydrants, filter/strainer, and any other associated connections within its system.

The selected Firm will be required to conduct the following project task that should include, at a minimum:

- A. Review current as-builts
- B. Interview with OJRSA operators and maintenance staff
- C. Hydraulic modeling of the utility water distribution system
- D. Condition assessment of all equipment, pipes and hydrants
- E. Assess the relocation of pumps for easier access
- F. Connect the current onsite wet weather storage basin utility water system with proposed new system
- G. Evaluate and recommend improvements
- H. Create a preliminary engineering report (PER) to include the findings of the assessment, recommendations, and conceptual cost estimates of the recommendation(s)

## **2 – PRE-SUBMITTAL CONFERENCE**

An optional Pre-submittal Conference will be held on December 5, 2023 at 2:00 pm Local Time at the Oconee Regional Joint Sewer Authority Operations & Administration Building, located at 623 Return Church Road, Seneca, SC 29678. Representatives of all interested parties are encouraged to be present to discuss the Project.

### **3 – PROJECT DATE REQUIREMENTS**

#### **3.a START DATE**

The Firm will be able to begin work upon receiving Notice to Proceed from OJRSA.

#### **3.b COMPLETION DATE**

It is important for this project to be completed by May 31, 2024 and all project-related invoices be received by OJRSA no later than June 20, 2024.

### **4 – SUBMITTAL**

Interested, qualified Firms are requested to submit a proposal per the selection criteria/guidelines provided in this RFP. To be considered, provide the proposal in the following format. NOTE: if required as an appendix, these pages shall not count in the maximum page counts.

#### **Introduction**

This section shall contain a cover letter signed by an authorized representative of the Firm. The cover letter shall not exceed one (1) page.

#### **Table of Contents**

The table of contents shall follow the cover letter. The table of contents is not included in the page count.

#### **Firm Information**

This section, which should not exceed two (2) pages, shall include:

- A. Office location(s) where the work will be performed out of.
- B. Business structure (sole proprietorship, partnership, or corporation, etc.).
- C. History of the Firm, including number of years it has been in business, present ownership and key management individuals. Describe any anticipated or planned changes in overall corporate management ownership.
- D. Total number of staff and current/future workloads of the Firm.
- E. Pending litigation that may have a material impact to the company's financial standing and/or the company's performance on this project, and major disputes, contract defaults, and liens in the last ten (10) years.

#### **Firm Experience and Qualifications**

In five (5) pages or less, describe the Firm's knowledge and related experience specific to this RFP that will be available to support the performance of this Project. The following minimum information should be included for at least one (1), but preferably up to three (3), projects performed in the last ten (10) years that are the most similar in size and scope to this solicitation:

- A. Owner name and location of the project
- B. General description of the project features, goals and/or activities
- C. Month/year awarded, month/year project began, and month/year completed (or date of anticipated completion) *If the project was not completed on time as stated when it was initially awarded, indicate the reason(s) why and how much additional time was necessary to finish.*
- D. Project Cost (both the original and final fee for contract services)
- E. List of change orders, scope changes, etc. and the reason for the changes. Include fees or deducts associated with the changes.
- F. Firm's role in the project (work for which Firm/Team was responsible)
- G. If any, list key lessons learned and/or challenges specific to the project that were identified and how they were overcome
- H. Owner's contact name, phone number, and e-mail address
- I. Project team members who worked on this task

**Project Team and Resources**

In a maximum of four (4) pages, briefly describe the project team. The team should consist of members with demonstrated knowledge in performing work as described in this RFP for a wastewater utility similar in size and/or complexity to OJRSA. The project manager must have experience managing studies of similar scope. Submit the following, which shall include but not be limited to:

- A. Name and title of key members
- B. Brief résumé specific to this solicitation (full résumés for the project manager and key staff are to be included in an appendix)
- C. Proposed assignments for this project and their current workloads
- D. Proposed subcontractors/subconsultants and their roles
- E. Percentage of time to be assigned to this project (compared to concurrent assignments to other projects)
- F. Experience (type of projects, specific project involvement)
- G. Organization chart and office location
- H. Any licenses, certifications, and/or accreditations your Firm holds that would be relevant to the requested services

In the event of any changes to the proposed Project Team, each Firm must specify and clearly note these changes during the evaluation phase.

**Project Approach**

In four (4) pages or less, describe your Firm's approach to meet or exceed the proposed services defined as the request. Include:

- A. Any innovative or unique solutions that were utilized on other projects of similar scope
- B. A work plan that includes an estimated man-hour effort for each significant segment or task of the work and the anticipated staff level to be assigned to that work segment
- C. Describe how the project will be managed
- D. Where possible, identify the individual key staff members to be assigned to each segment
- E. Firms are encouraged to provide a description of innovative concepts proposed to enhance value, quality, control cost and schedule of this Project
- F. Present consideration for project milestones (e.g., stakeholder kickoff meeting, data collection, interviews, progress reports, final presentation of report, etc.)

**Schedule and Deliverables**

In one (1) page, the Firm should include an optimum schedule as appropriate for the Scope of Work and Deliverables expected as detailed in this RFP. The schedule should identify the anticipated meetings, milestones, and deliverables for the Project.

**Appendix(ices)**

If requested, these items shall not count in the overall page count of the document.

- A. Résumés: Full résumés for the project manager and key staff.
- B. Financial Statement: *Optional*. 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 be provided. OJRSA requires financial information to adequately gauge the Firm's financial stability. If you would like the Financial Statement to remain confidential and not eligible to disclosure upon solicitation completion under the Freedom of Information Act, please mark this subsection as "Confidential".

**5 – SELECTION PROCESS**

The OJRSA will accept submittals that include, at a minimum, the items identified in this RFP. The anticipated selection process is as follows:

- A. The OJRSA Executive Director shall appoint three (3) members to serve on the submittal review panel ("Panel").
- B. The Panel may request additional information from one (1) or all applicants.

- C. The Panel may, at its discretion, conduct interviews with two (2) or more Firms based on information submitted in the RFP. The purpose of the interview, if conducted, shall be to gain additional information to adequately evaluate the proposals submitted as identified in the Evaluation Criteria.
- D. The Panel may recommend one (1) Firm to the OJRSA Board of Commissioners for approval to enter into contract negotiations with. This approval is non-binding and is contingent upon agreement on factors including, but not limited to, cost.
- E. The selected Firm will be invited to enter contract negotiations with OJRSA. A professional services contract will be negotiated with the selected Firm. Should OJRSA and the selected Firm not reach an agreement, OJRSA reserves the right, at its sole discretion, to release that Firm and move to the next qualified Firm and proceed with negotiations.
- F. Written notification of the selected Firm will be sent to all Firms that submitted qualification statements.

## **6 – EVALUATION CRITERIA**

Provide information related to eligibility shall be reviewed prior to qualification evaluation. Only proposals from eligible Firms will be considered for evaluation. Proposals will be evaluated using criteria as listed below in order of relative importance:

- A. 25% - Previous experience regarding quality of projects and demonstrated history of executing successful projects of similar scope
- B. 20% - Experience of the professional personnel assigned to the project
- C. 20% - Demonstration of experience in projects where key personnel have experience, accuracy, availability, and ability to work together as a team
- D. 20% - Project cost
- E. 8% - Ability to meet time and budget requirements
- F. 5% - Creativity and insight related to the project
- G. 2% - Overall compliance with the RFP requirements

## **7 – SOUTH CAROLINA DOMICILE REQUIREMENT**

This project does not have a domicile requirement.

## **8 – INSURANCE REQUIREMENTS**

Certificates for all such policies shall be provided by the Firm's insurance agent or broker to OJRSA within ten (10) working days from the date of award. The Firm will provide Owner with a minimum of thirty (30) days advance notice in the event of the insurance policies or insurance policy is canceled.

The OJRSA shall be listed as additional insured on applicable policies.

Firm agrees to maintain and keep 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:

- A. Worker's Compensation: Coverage A State of South Carolina Statutory and Coverage B Employers Liability \$500,000/\$500,000
- B. Umbrella Liability: \$1,000,000 Per Occurrence Over Primary Insurance
- C. Errors and Omissions Liability: \$1,000,000

## **9 – BACKGROUND CHECK**

OJRSA reserves the right to conduct a background inquiry of each Firm which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories, and reputation in the business community. By submitting proposals to the OJRSA, the Firm consents to such an inquiry and agrees to make available to the OJRSA such books and records as the OJRSA deems necessary to conduct the inquiry.

## **10 – TERMS, CONDITIONS, AND SPECIAL INSTRUCTIONS**

- A. All aspects of this solicitation shall be governed by the *OJRSA Procurement and Property Disposal Policy* and/or other applicable policies as adopted by the OJRSA Board of Commissioners.
- B. The highest ranked Firm shall be expected to sign a Contract for Professional Services. OJRSA reserves the right to amend such Contract as mutually agreed upon by the parties.
- C. Response amendments thereto or withdrawal requests received after the time advertised for opening will be void regardless of when they were mailed.
- D. Respondent to attach complete specifications for and permitted substitutions offered, or when amplification is desirable or necessary.
- E. If specifications or descriptive papers are submitted with the response, enter respondents name thereon.
- F. If applicable, unit prices shall govern over extended prices, and written out prices shall govern over numeric prices, unless otherwise stated in notice.
- G. Responses must be based upon payment net thirty (30) end of the month (“EOM”). Discounts for payment in less than thirty (30) days will not be considered in making award.
- H. In case of Respondent’s default OJRSA reserves the right to purchase any or all items/services in default on open market, charging Respondent with any excessive costs.
- I. 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.
- J. Respondents shall understand that certain information contained in the submittals are subject to public release in accordance with the South Carolina Freedom of Information Act (“FOIA”). All proprietary and/or confidential information provided must be clearly marked as “Proprietary” or “Confidential”; however, simply marking any or all such information does not necessarily protect from being a public document if doing so violates South Carolina law. There may be cases where the OJRSA must decide if information designated as protected is indeed confidential. In such cases, OJRSA counsel specializing in the state’s FOIA shall make final determination as to whether the documents meet the requirements to remain confidential or if they are subject to release.

## **11 – RIGHTS RESERVED BY OJRSA**

The OJRSA:

- A. May make such investigation as it deems necessary to determine the ability of a Firm to provide full performance as outlined in their submittal. The Firm will furnish the OJRSA all such information and data for this purpose as the OJRSA may request. The OJRSA reserves the right to reject any Firm if the evidence submitted by or investigation of such Applicant fails to satisfy the OJRSA that such Applicant is properly qualified to carry out the obligations of a Contract.
- B. Reserves the right to amend its evaluation criteria at any time during the process.
- C. In its sole discretion, may utilize an independent review member or team. A review and evaluation of the responses contained in the previous section will serve as a basis of selection of the Firm judged best suited to meet the OJRSA’s goals for the site and ask them to submit more detailed information.
- D. Reserves the right to reject any or all submittals; to waive any informality or irregularity not affected by law; and to evaluate, in its absolute discretion, the proposals submitted. The OJRSA may interview Firms as part of this selection process. Proposals should be complete as initially submitted.
- E. Reserves the right to amend the selected Firm’s scope to include further professional services as needed.

## **12 – SUBMITTAL REQUIREMENTS**

Applicants must submit the following to the OJRSA **no later than 2:00 pm Local Time on Friday, December 22, 2023:**

- A. One (1) scan-ready original, three (3) bound copies, and one (1) electronic version in PDF format on a flash drive of the proposal in a sealed package marked “Project #2024-07 WWTP Utility Water System Condition Assessment”; and
- B. Completion of ATTACHMENT A – SOLICITATION COMPLIANCE AND CONDITIONS CERTIFICATION from page 8, including

original signature.

The submittal should not exceed seventeen (17) pages (not including table of contents and other items that are to be located in the appendices). Two-sided printing for hardcopies is preferred but not required. The pages shall be 8½-inches by 11-inches except for charts, tables, photos, maps, and exhibits which may be submitted on pages not exceeding 11-inches by 17-inches, folded to 8½ inches by 11 inches.

The table of contents shall follow the cover letter (table of contents is not included in the overall page count). The Qualification Package appendix shall include items as stated in this RFP (these not included in the overall page count; however, key staff résumés should be limited to three (3) pages per staff member).

All inquiries regarding this RFP must be submitted in writing and be directed to Chris Eleazer, OJRSA Executive Director, at 623 Return Church Rd, Seneca, SC 29678 or by email to [info@ojrsa.org](mailto:info@ojrsa.org). Email inquiries should include "Project #2024-07 inquiry" in the subject line. Responses will be provided via email to all parties that have expressed interest in the project as well as posted under the project name at [www.ojrsa.org/opportunities](http://www.ojrsa.org/opportunities) as an addendum. OJRSA will not be responsible for or bound by oral instructions or responses made by an employee(s) of OJRSA regarding this RFP.

Mail or hand deliver the proposal and all required submittals in a sealed envelope or box to the following address no later than the opening date and time specified above to:

Project #2024-07 Utility Water Assessment  
c/o OJRSA Procurement Officer  
623 Return Church Road  
Seneca, South Carolina 29678

**LATE SUBMITTALS WILL NOT BE ACCEPTED.** It is the Applicant's responsibility to verify the receipt of the submittal.

Proposals shall be publicly opened and only the names disclosed at the opening on Friday, December 22, 2023 at 2:00 pm Local Time at OJRSA Administration Building, 623 Return Church Road, Seneca, South Carolina 29631.

**ATTACHMENT A – SOLICITATION COMPLIANCE AND CONDITIONS CERTIFICATION**

In compliance with solicitation Project #2024-07 WWTP Utility Water System Condition Assessment RFP and subject to all conditions thereof, the undersigned offers and agrees to, if this response is accepted.

Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Acknowledgement of documents provided by OJRSA via website: Not applicable with initial solicitation. If provided after it will be done by addendum

Below Addenda, if applicable, is hereby acknowledged:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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