

REQUEST FOR QUALIFICATIONS

PROJECT: COMPREHENSIVE WATER DISTRIBUTION/WASTEWATER COLLECTION MASTER PLAN



City of Lancaster
P.O. Box 1149
216 S. Catawba Street (29720)
Lancaster, SC 29721

November 2, 2020

Submittal Deadline December 7, 2020 by 4:00 P.M. EST

Request for Qualifications
City of Lancaster
Comprehensive Water Distribution/Wastewater Collection Master Plan

Overview

The City of Lancaster is requesting statements of qualifications for professional engineering services to prepare a comprehensive water distribution/wastewater collection master plan. Consultants who submit proposals should be licensed as a Professional Civil Engineer in the State of South Carolina and be experienced in the field of water distribution and wastewater collection, capable of performing system condition assessments, and knowledgeable about planning for future upgrades and expansion for this type of infrastructure.

The project goal is to develop a comprehensive water distribution/wastewater collection master plan that enables the City to strategically plan and budget for the implementation of water/wastewater system improvements in order to maintain a high level of distribution and collection reliability and efficiency for current demand, future growth, and emergency situations.

The City, being 45 miles south from Uptown Charlotte, is in a prime location for both residential and industrial development and growth. In an effort to be prepared for this potential growth and have sustainable utility infrastructure and resources for decades to come the City has determined that it is necessary to develop a master plan in order to be used to guide future utility and economic development decisions. The master plan should also incorporate action items from the Lancaster County Comprehensive Plan and the Lancaster County Water & Sewer District's Twenty Year Capital Improvement Plan.

The City will not be responsible for any costs incurred by any firm to respond to this request. Firms who wish to submit proposals must provide the information outlined in the RFQ by December 7, 2020. Five copies of the response must be provided in a sealed envelope clearly marked "Response to RFQ for the Comprehensive Water Distribution/Wastewater Collection Master Plan" by 4:00 p.m. on Monday, December 7, 2020. Electronic (email) or facsimile submissions will not be accepted, and late submittals will be rejected. Proposals should be submitted to:

Tracy Rabon, City Clerk
P.O. Box 1149
Lancaster, SC 29721

The tentative timeline is:

<u>Task</u>	<u>Target Date</u>
RFQ release	November 2, 2020
RFQ due	December 7, 2020
Review by City Administrator & staff	December 8 – December 14, 2020
Selection by City	December 14, 2020
Negotiations on contract terms	December 15 – December 18, 2020
Contract approval	January 4, 2021

The City may conduct inquiries and request additional information from firms as the City deems necessary to assist in its evaluation.

The City reserves the right to accept or reject any and all proposals submitted and/or negotiate terms with firms who submit proposals. The City reserves the right to select the firm that best meets the needs of the City in the sole judgement of the City, and the selection will be based on experience, qualifications, and/or economic benefit to the City.

All questions must be in writing and directed to:

Tracy Rabon, City Clerk
P.O. Box 1149
Lancaster, SC 29721
(803) 289-1453
(803) 286-9690 (fax)
trabon@lancastercitysc.com

About the City of Lancaster

The City of Lancaster is located in Lancaster County, South Carolina with a population of 9,119 people based on the 2019 US Census population estimate. The City has approximately 6,000 utility customers with 88% being residential and 12% being commercial/industrial. Of the 6,000 utility customers 2,045 are located outside of the incorporation limits.

The City's wastewater collection system covers a service area of over 11,000 acres, which includes the entirety of the City along with housing subdivisions and commercial developments located adjacent to the city limits. The City is responsible for providing wastewater collection and service to 8,674 equivalent dwelling units (EDU). At present, wastewater flows are approximately 2.0 mgd with a generation rate of 230 gpd/EDU. The City's existing wastewater collection system encompasses approximately 140 miles of gravity sewer lines, 2,885 manholes, 18 lift stations, and 8 miles of force mains. The City pumps its wastewater to the Lancaster Wastewater Treatment Plant located at 1150 Lockwood Lane.

The City's water distribution system consists of 742,779 feet of waterlines with sizes ranging from half inch service line to a twenty-inch main. The waterlines consist of asbestos, cast iron, ductile, and PVC 160 and C900. There are 1,530 valves, 690 fire hydrants, two 500,000-gallon elevated storage tanks, and one 1,000,000-gallon storage tank that is not in service. The City purchases water from Lancaster County Water and Sewer District at a ten-inch control valve located on SC Highway 9 Bypass East. The City has seven emergency tie ins with the Water and Sewer District.

Required Qualifications:

The consultant must possess and demonstrate, as a minimum, the following qualifications:

- Previous experience in conducting assessments of existing water and wastewater infrastructure.
- Sufficient experience of the project management team and key staff proposed.
- A South Carolina licensed engineer with demonstrated expertise in the technical areas of public water distribution systems and public wastewater collection systems.
- The ability to meet timeline and demands as may arise during the entirety of the project and must be flexible and able to adjust to changing priorities or direction.
- Successful completion of hydraulic modeling.

Scope

The City understands this RFQ may not fully describe the work envisioned. The information contained in this RFQ is the City's best understanding of the current needs and how to address them, but the City will be relying on the selected firm to suggest modification to the scope of work described herein based on their professional expertise in the subject area and an initial meeting with the stakeholders.

Potential components of the master plan may include the following items:

- Summary and description of the City's water/wastewater systems as well as projection of water distribution demand and wastewater collection needs for the next 10 year and 20 year future planning period.
- Review of the City's existing water distribution system and identification of hydraulic deficiencies with maintenance and mitigation recommendations based upon master plan projected growth.
- Review of the City's existing wastewater collection system and identification of hydraulic deficiencies with maintenance and mitigation recommendations based upon master plan projected growth.
- Lancaster County has recently completed a County-wide Comprehensive Plan and revised their Unified Development Ordinance. The City's master plan should address related action items identified in the plan, with regards to the City's outside customers.
- Cost estimates for recommended improvements to the distribution and collections systems to ensure adequate capacity for future demand.
- Provide sources of funding including potential grant opportunities.
- A short and long-term capital improvement plan (CIP) to address identified deficiencies, including prioritization, alternatives, analysis, and schedules.

- Identification of any present and future regulatory concerns for the distribution and collections systems.
- Review of existing inter-local agreements with the Lancaster County Water and Sewer District. Make recommendations for updates/improvements.
- Present draft report for review and comment to City Administrator and Public Works Director.
- Furnish the City with an electronic source file of the final master plan and deliver ten (10) printed and bound copies.
- Present final report to Lancaster City Council.

Submittal Information and Requirements

Five Statements of Qualification will be accepted at City of Lancaster, P.O. Box 1149, 216 S. Catawba Street (29720), Lancaster, South Carolina 29721, until 4:00 P.M., December 7, 2020. All respondents are requested to provide the information specified along with any supplemental information that provides a comprehensive view of the firm, team assigned to the project, and proposed execution plan. Information shall be provided in an organized, clear, and concise manner. The packet shall be placed in a sealed envelope marked clearly, "Response to RFQ for the Comprehensive Water Distribution/Wastewater Collection Master Plan."

Late proposals will not be accepted under any circumstance and will not be opened or reviewed. Electronic (email) or facsimile submissions will not be accepted.

Proposal Format

1. Coversheet / Cover Letter: This should include the highlights of the proposal, such as an overview of the firm's organization, most relevant experience, specific staff specialty and facilities involved in servicing the City, and the name, mailing address, telephone number, and e-mail address of a contact person for questions concerning the proposal submitted (preferably who will be in responsible charge of the project).
2. Qualifications & Experience of the Firm: Brief history and organization of the firm, legal entity that will enter into the contract, location of the office where the work will be performed, and the name and title of the person that is authorized to enter into a master contract agreement. List any sub-consultant firms that will support your firm.

Provide a narrative of your firm's prior experience and qualifications as it pertains to the above scope of work and provide a list of projects with similar scopes. Include firm's direct experience with operational experience.

The selected firm must obtain a business license from the City of Lancaster and provide proof of professional authorization in the State of South Carolina (Certificate of Authorization) prior to the execution of the agreement.

3. Project Team: Provide a list of the project team members (including the office location where they currently work) that you propose to use and identify the responsibility of each team member. You do not need to list all of your subconsultant employees that may be on the team, but you should list your subconsultants and the primary contact at your subconsultants. Provide a brief resume for each person listing specific similar project experience, educational experience, and licensure/certifications. List any their specialty or role on the team. Provide an hourly rate summary for project team members.
4. Project Management Approach to the Project & Quality Control: This should include a proposed project schedule (project milestones including but not limited to the initial meeting/conference to kick off the project implementation, periodic progress meeting, and project completion), and detailed approach to complete this project, familiarity with this project, identification of unique issues related to the project, potential grants or financial assistance options, and the process proposed for communications with City stakeholders. Briefly describe anticipated roles and responsibilities of the City and the firm.
5. Capacity and Response Capability: Provide a statement of your firm's current workload, and capacity to meet the project schedules.
6. References: Must provide a list of projects or clients served within the last ten (10) years that demonstrate the applicants' skill and capabilities with the type of service being requested. Please include the project name, date, location, description, budget, current client contact name and telephone number. The firm's role in the project should also be described (planning, preliminary design, construction management, prime consultant, subconsultant, etc.). For each project, indicate which proposed team member worked on the project and describe the role/work they performed and their levels of involvement. By submission of the references, you are authorizing the City of Lancaster to contact these references.
7. Fee Estimate: The proposal should include consultant's staff fee hourly rates, along with applicable escalation clauses, and miscellaneous billable costs. Furthermore, the proposal shall include a project fee.

Evaluation Criteria

The following factors will be used in evaluating the proposals and awarding a contract:

- Demonstrated understanding of the project, and the firm’s overall experience with similar projects comparable in type, size, and complexity. (30 points)
- Qualifications of the firm’s staff assigned to perform the work with the project (25 points)
- Demonstrated ability of the firm to perform high quality work, to be creative, to control costs, and to meet project schedules (15 points)
- Proposed cost and schedule (25 points)
- References (5 points)

Qualifications will be ranked and graded on what has been submitted. It is possible that the City may develop a shortlist of candidates who will present their qualifications and answer questions presented by staff.

The City of Lancaster will rank all responsive offers and select not only the highest ranked firm but also the one most advantageous to the City. If contract negotiations with the selected firm is unsuccessful, the City will discontinue the negotiations and begin negotiations with the second highest ranked firm.

RFQ Revisions

If a proposing firm finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretations shall be submitted to Tracy Rabon, City Clerk. Any interpretation of or changes made to the RFQ will be made by written addendum to each proposing firm and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals.

All addenda will be posted to the City’s bids and opportunity website at:
<https://www.lancastercitysc.com/bids-rfps-and-rfqs>

Vendor Certification

The submission of proposal shall be deemed a representation and certification that the proposing vendor:

- Has carefully read and fully understands the information provided by the City in this RFQ;
- Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
- Represents that all of the information contained in the submitted proposal is true and correct;

- Acknowledges that the City of Lancaster has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants the City of Lancaster permission to make these inquiries.

City Conditions

- No proposals will be accepted from any person or organization that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City staff.
- The City of Lancaster is not obligated to enter into any contract as a result of the RFQ.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.
- The City reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of the City of Lancaster.
- The City reserves the right to negotiate with any, none, or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The City will not return proposal materials to those submitting proposals.
- No agreements with any selected firm shall be binding until a contract is approved and signed and executed by the City Administrator and authorized representatives of the firm.
- The City requires the selected firm and any subcontractors to provide proof of insurance to include professional liability, workers compensation, employer's liability, error and omissions, general liability, and auto liability prior to commencing work.
- The selected firm and any subcontractor, upon award of the proposed contract, shall obtain a City of Lancaster Business License for the project. The business license fee is calculated on a rate base of the project's gross income. For more information on the estimated license fee please contact Karen Proctor, Business License Specialist at (803) 289-1462 or kcproctor@lancastercitysc.com

The City of Lancaster is an Equal Opportunity employer. The City of Lancaster reserves the right to disqualify from consideration statements received after the date and time specified above. Any proposals may be withdrawn or modified by written request prior to the date and time of receipt provided above. In submitting these qualifications, it is understood by respondent that the City of Lancaster reserves the right to 1) reject any and all proposals and to be the sole judge of the value and merit of the statements offered; and 2) eliminate from consideration any statement deemed substantially or materially unresponsive to the requests provided herein.