



## **REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES 2023 WATER IMPROVEMENTS**

The Town of Kingstree is seeking **Statements of Qualifications (SOQ's)** from professional engineering firms interested in performing engineering services for survey, design, permitting, and construction administration of the proposed 2023 Water Improvements in Williamsburg County, South Carolina.

**Background:** Over the last several years, the Town of Kingstree has undertaken extensive planning for the extension of water service outward from its 12-inch water main along the SC Highway 527 Corridor northwest of Kingstree. The residences just off of SC Highway 527 currently utilize shallow private wells for water supply which are plagued with high iron content (to be expected as one approaches Sumter), often inadequate sanitary protection, dropping groundwater levels, and a high potential for bacterial contamination. Not only do these areas not have safe and adequate drinking water, but they also must rely on fire protection from fire hydrants so far away that the fire department is forced to shuttle water to fight fires. The residents of this area have repeatedly petitioned the Town of Kingstree for water service or better water service for years. The Town gave some hope to some of the folks along the SC Highway 527 Corridor with the Jennyville Water Extensions which was completed in 2017. Citizens in the area north of the Jennyville Community have now recognized the benefits their neighbors are enjoying with public water service and fire protection, and they too now very much want public water service from the Town of Kingstree. Accordingly, the Town of Kingstree's proposed 2023 Water Improvements will address key water needs of other residences along the SC Highway 527 Corridor. The 2023 Water Improvements proposes the construction of approximately 15,000 feet new water mains ranging in size from 4-inch to 10-inch. These water mains would extend along Fernbrooke Drive, S. McCutchen Road, McClam Road, Closter Avenue, Wren Drive, Sunflower Drive, and Sunset Drive to serve approximately 67 residences. In keeping with Kingstree's plan to eventually loop its water system from SC Highway 527 northeastward to US Highway 52 to improve water service to the industries there, the project would include the beginning of this loop.

### **Scope of Services:**

#### **Surveys & Field Investigations**

1. Survey shall include the areas depicted in the attached preliminary maps; field location of improvements; storm drainage structures including pipe sizes and invert elevations; and utilities all when evidenced by above ground structures or marked indicating approximate underground location.
2. Compile data, incorporate known utility data and provide an AutoCAD base drawing (Civil 3D if available) for detailed design. AutoCAD drawing shall be in NAD 83 South Carolina State Plane Coordinates and NAVD 88. AutoCAD drawing shall contain a TIN (Triangulated Irregular Network) surface and shall be completed with spot elevations and 1' contours (maximum).

## **Design**

1. Perform engineering design and prepare design calculations to demonstrate the adequacy of the proposed design.
2. Prepare Contract Instruments and Bidding Documents including, but not limited to, Advertisement for Bids, Instructions to Bidders, Bid Form, Bid Bond, Notice of Award, Agreement Between Owner and Contractor for Construction, Notice to Proceed, Performance Bond, Payment Bond, Application for Payment, Certificate of Substantial Completion, Contractor's Affidavit, General Conditions, Supplementary Conditions, Work Change Directive, Change Order, Field Order, Contractor Qualifications, and other SCIP required forms.
3. Assist the Owner in applying for and obtaining normally required permits and approvals. These include the South Carolina Department of Health & Environmental Control (SCDHEC) Construction Permit, the SCDHEC Stormwater/Land Disturbance Permit, the SCDOT Encroachment Permits, and the Williamsburg County Encroachment Permits.
4. Prepare a Pre-Bid Opinion of Probable Construction Cost made on the basis of the Engineer's experience and qualifications, representing the Engineer's judgment as a design professional familiar with the construction industry.

## **Bidding or Negotiating Phase**

1. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the bidding documents.
2. Issue addenda as appropriate to clarify, correct, or change the bidding documents.
3. Provide information or assistance needed by Owner in the course of any negotiations with prospective contractors.
4. Evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by bidders.
5. Attend the Bid opening, prepare Bid tabulation sheets, and assist Owner in evaluating Bids or proposals and in assembling and awarding contracts for the Work.

## **Construction Phase**

1. General Administration of Construction Contract: Consult with Owner and act as Owner's representative as provided in the Construction Contract. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor.
2. Resident Project Representative (RPR): Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority.
3. Pre-Construction Conference: Conduct a Pre-Construction Conference prior to commencement of Work at the Site.

4. Schedules: Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule and Schedule of Submittals.
5. Baselines and Benchmarks: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
6. Periodic Observation of Construction: Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the approved Contract Documents.
7. Prepare Record Drawings.
8. Assist in applying for SCDHEC Approvals to Operate.

The selected firm shall comply with all project funding requirements of the South Carolina Infrastructure Investment Program as administered by the South Carolina Rural Infrastructure Authority (SCRIA). EJCDC E-500 Standard Form of Agreement Between Owner and Engineer for Professional Services shall be used.

**Ranking Criteria:**

Past Performance (35%)

- a. Experience with SCRIA funded projects
- b. Experience with Town of Kingstree
- c. Timeliness/Schedule of compliance with prior similar projects
- d. Capability of staff assigned to the project

Availability (20%)

- a. Current and projected workload of firm
- b. Availability of staff at the project location
- c. Proximity to the site

Capacity (20%)

- a. Firm's experience with water facilities
- b. Project understanding and approach
- c. Experience with similar projects

References (15%)

- a. Three client references including project type and dates

Summary (10%)

- a. Why your firm should be selected

**Maximum Number of Pages:** 35, single-sided, double-spaced, not including covers

**Statement of Qualifications Deadline:** Monday, December 11, 2023 – 5:00 pm EDT

**Number of Copies:** One (1) Electronic Copy in PDF Format

**Submit to:** Merianne B. Cowley, Finance Director  
Town of Kingstree  
401 North Longstreet Street  
Kingstree, SC 29556  
Phone: 843.355.8161