



## **City of Cayce, South Carolina**

### **Request for Proposals**

#### **To Provide Professional Engineering Services**

#### **I. Introduction**

The City of Cayce is requesting proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis for a two year term. This program may include consultation, design, construction management and maintenance concerning water distribution, sewer collection, water treatment, wastewater treatment, pretreatment, and septage and grease collection. The City of Cayce will select and negotiate with a firm whose responses meet the requirements listed below.

#### **II. Background:**

The City of Cayce is a growing community in the heart of central South Carolina along the banks of the Congaree River. With our growing population (over 14,000 and rising), the City is seeking a two year term agreement to assist the Utilities Department with professional engineering consultation, design, construction management, and maintenance on an “as needed” basis. The City of Cayce has a water and sewer service area that extends beyond the City limits into Lexington County and near the Calhoun County border. There are approximately 203 miles of gravity sewer main, 79 miles of sewer force main, 222 miles of water main and 75 pump stations within the City of Cayce Utilities System. The City of Cayce Regional Wastewater Treatment Facility accepts sewer from surrounding entities and enforces a pretreatment program. City of Cayce WWTP is permitted for 25 MGD, the WTP is permitted for 9.6 MGD and the Septage and Grease Facility is permitted for 100,000 GPD.

#### **III. Objective:**

This Request for Proposals (RFP) is for a firm or team to provide professional engineering services, as well as an implementation plan. These services and implementation plan should be adaptable and updatable to account for future development and assets and locations changing over time. The firm chosen will work with the City on engineering contracts for \$25,000.00 and under; in accordance with the City of Cayce procurement policy. Projects over the \$25,000.00 cost will be given priority to the chosen firm but may need to be bid on a case by case basis. Emergency projects may be exempt from the procurement policy. Deliverables should include:

1. Preparation of plans and specification for construction projects varying in complexity, for a portion or the entire project. This may include but is not limited to:
  - a. Cost estimates
  - b. Surveying
  - c. Field work

2. Professional engineering services, which may include, but are not limited to review and approval of submittals as well as review for permit submittals for pretreatment.
3. Construction management, which may include, but is not limited to daily construction observation and documentation, coordinating contractor's work and enforcing schedule commitments.
4. GIS data analysis, which may include, but is not limited to data collection and integration to existing system.
5. Stormwater experience relating to the development of stormwater management plans to meet National Pollution Discharge Elimination System (NPDES) requirements.
6. Stormwater consultation, which may include, but is not limited to design, analysis, reports, studies, investigations, and preparation of documents.
7. Preparation of permit applications for local, state and federal requirements applicable to the projects.
8. Advice on Capital Improvement projects including consultation on development of a cost estimate and priority level.
9. Ability to work effectively with City staff, the public and regulatory agencies.

#### **IV. Submittal Requirements:**

One printed and one digital copy should be submitted to the City of Cayce by December 14, 2020 at 2:00 p.m.

Submit proposals to:

Karalyn Miskie  
1800 12<sup>th</sup> Street Ext.  
Cayce, SC 29033  
[kmiskie@caycesc.gov](mailto:kmiskie@caycesc.gov)

Packages received after December 14, 2020 at 2:00 p.m. will not be considered.

The detailed requirements set forth are mandatory. Failure to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

The City of Cayce reserves the right to enter into negotiations with a single firm OR may create a short list of firms, based upon qualifications and pricing and may conduct interviews, engage in further discussion, or negotiate pricing terms.

Responses to this RFP must include the following:

1. Cover Letter and Table of Contents

The RFP must include a cover letter giving a brief summary of the contents of the RFP and a table of contents laying out each section with corresponding page numbers.

## 2. Introduction and Qualifications

This section will need to contain an overview of the firm and any proposed sub-contractors. The introduction shall indicate the legal name, address, website, telephone number, and local contact. The firm will provide an overview and history of the firm including identifying all firm members who will be working with the City and their experience. The firm will also describe its history on similar water, sewer and treatment plant projects and identify other municipalities for which it has provided similar services in the past.

## 3. Cost Breakdown

Provide a fee schedule, including hourly rates for professional engineering services, construction management, GIS analyst, surveying services, and any necessary support staff.

## 4. References

Provide at least three references for which the firm has performed similar services, within the last five (5) years. Provide the reference contact name, address, email address, telephone numbers, summary, and date of services provided (including specific projects related to above criteria and cost).

## 5. Sample Documents

Provide three (3) to five (5) examples of deliverables the firm has provided for other municipalities, within the last five (5) years.

## **V. Evaluation**

A City Staff Team will evaluate the proposals based on the factors outlined within section 4, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. The City Team reserves the right to disqualify any proposal for, but not limited to: person or persons or proposals it deems as non-responsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required. The City Team reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate. Award of any project may be made without discussion with proposers after responses are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform services specified in their response. Proposals will be evaluated on the following factors:

1. Experience in professional engineering design and construction management
2. Experience with local governments and public works related projects
3. Past performance with The City of Cayce and/or other local government agencies
4. Ability to provide "real time" service to client and projects
5. Ability to meet schedule deadlines and budget constraints
6. Ability to provide working CAD data and or PDF's
7. Ability to provide working GIS data
8. Experience in stormwater management engineering and design
9. Quality of submittal
10. Familiarity with State and/or Federally funded projects and requirements

## **VI. Questions, Contact, Timeline**

Firms interested in submitting shall email a simple statement of interest by November 9, 2020 to be placed on a communications list regarding this project. Any questions about this RFP shall be submitted via email to [kmiskie@caycesc.gov](mailto:kmiskie@caycesc.gov) by November 23, 2020. The City of Cayce will provide answers to all questions to all firms who have submitted a statement by November 30, 2020. The deadline for all submissions is December 14, 2020 at 2:00 p.m. City reserves the right to extend the term of this contract.