**REQUEST FOR PROPOSALS (RFP)**

**REGIONAL WATER AND SEWER FEASIBILITY STUDY**

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**RFPS ARE DUE:**

**TUESDAY, AUGUST 23, 2022**

**AT 3:00 P.M.**

J. William Taylor

Town Administrator

Town of Jefferson

PO Box 306

Jefferson, SC 29718

Phone: 843.658.7600

Fax: 843.658.6295

***BACKGROUND***

The Town of Jefferson is a small community of 774 people located in western Chesterfield County at the junction of SC Highways 265 and 151. The town operates under a council form of government consisting of a mayor and four town council members.

The town owns and operates the sewer system that serves approximately three hundred customers. This system includes three (3) pump stations, one (1) wastewater treatment facility and approximately eleven (11) miles of sewer lines. The town’s wastewater treatment plant process consists of static screens at the headworks, an Orbal aeration system that uses disc aerators, a sludge digester, two (2) sand drying beds, clarifier and a chlorine contact chamber that uses chlorine gas for chlorination and sulfur dioxide for dichlorination.

The town also owns and operates the water distribution system that provides water service to approximately 376 customers. The existing water system consist of approximately 55,000 linear feet of water distribution lines and one elevated storage tank.

Aging infrastructure and unfunded federal and state mandates have strained the available funds needed to consistently allow the town to meet required permit standards, especially on the sewer side. The town does not produce its own water and is reliant on the Chesterfield County Rural Water Company for its water supply.

The town is considering an evaluation of the existing water and wastewater systems in the region and determine if some regional system might be advantageous to the town, as well as other nearly entities in the area.

***CHALLENGE***

The Town of Jefferson has a small water and sewer system with extremely limited growth potential. In order to ensure that ability of the water and sewer systems the town must determine way to plan for required upgrades to key components without incurring large expenses to the town given the small customer base.

The most expensive and critical asset the townhomes is its wastewater treatment facility. Any adequate plans for maintaining viability must address what to do with this facility. The town has a potential opportunity to consider routing its wastewater to the Town of Pageland which has recently opened a new wastewater treatment facility. This would allow the town to abandon the existing treatment plant and could be a solution to long term sustainability. The first step in the process is to determine if this would be feasible and to compare it to the alternative of the town upgrading and continuing to maintain their own wastewater treatment facilities.

The feasibility study would also involve evaluating the ownership and operation of the sewer collection system to determine if alternative models would be more beneficial long term. Finally, the feasibility study will evaluate the options for modifying the water distribution system ownership and maintenance. The town is already purchasing 100% of their water from the Chesterfield County Rural Water Company. It might be possible that having the distribution system owned and operated by a regional partner would be advantageous not only for the town but to other area entities as well.

***PURPOSE***

The purpose of this “Request for Proposals (RFP) Regional Water and Sewer Feasibility Study is to select a qualified professional consultant to assist the town in evaluating the current water and sewer utility capabilities in the western end of Chesterfield County and determine the feasibility of any potential joint ventures that would possibly improve the long-term viability of the town’s current utilities.

The town is seeking to identify qualified consultants with experience in water and wastewater development, water and wastewater management, public relations and outreach, program organization, water and wastewater legislation, program administration, and funding opportunities.

***DETAILS OF SERVICES***

1. The consultant’s firm, including principals, project managers, and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, is licensed in the State of South Carolina, is licensed for all applicable professional disciplines requiring licensing, and shall be governed by the professional ethics of said professions in its relationship to the town.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall be made available only to the town. It shall not be provided to any individual or organization without the prior written approval of the town.

***SCOPE OF SERVICES***

A phased approach will be taken in the development of this feasibility study and consist of the following activities:

1. **Data Collection**

This will consist of the collection of system maps, past project plans, rate code reports, SCDHEC inspections and evaluations, Discharge Monitoring Reports (DRMs), financial audits, and survey information for the Town of Jefferson’s water and sewer systems. Data will also be collected from the Town of Pageland to include design data and plans of their wastewater treatment facility, maps and drawings of their existing sewer system, wastewater treatment plant daily logs, and pump station capacities as needed as well as the treatment plant capacity for water. Staffing availability and capacity information for the Pageland water and sewer systems would also be obtained. Most of this information could be collected electronically and a few coordination meetings could be held to describe the information needed, determine what is available and establish task and lines of communication.

1. **Data Processing and Organization**

After the data is collected it will need to be processed which involves clarifying what each piece of data is, why it is important and what needs to be done with it. As the data is processed it would also need to be organized and incorporated into the organizational systems and structure utilized by the entity performing the study.

1. **Data Analysis**

This phase will include a variety of analysis and calculations including engineering design calculations, cost estimating and financial analysis. This will include the following:

1. Determine the design capacity, current average and peak utilization, and any anticipating growth of the Pageland wastewater treatment facility and sewer system.
2. Determine the average and peak daily flows of the Jefferson sewer system to determine the quantity of sewer to be transported and treated.
3. Develop a routing analysis to evaluate and select a path to route the sewer from Jefferson to Pageland. This may also include capacity analysis of a portion of Pageland’s sewer collection system if Jefferson’s sewer is discharged into a point of that system opposed to going directly to the wastewater treatment facility.
4. Cost estimates for the design and construction of the proposed solution to pump the sewer from Jefferson to Pageland.
5. Evaluation of the town Jefferson current wastewater treatment facility including its components, capacity, raw sewer properties, and discharge limits
6. Cost estimates for the design and construction to upgrade the existing Jefferson wastewater treatment facility with all new equipment
7. Present value and benefit cost analysis to compare the initial capital investment cost as well as long term costs associated with each alternative identified in the water and sewer systems.
8. Water system operating expenses for the Town of Jefferson.
9. Water system operating requirements for personnel and qualifications.

***DELIVERABLES***

The deliverable of this project will be a detailed Feasibility Study report which outlines the methods of analysis and presents the results of the study, as well as the consultant’s recommendations based on those results. This report will provide guidance as to the feasibility of regionalizing various aspects of the town's water and sewer systems with the Town of Pageland and/or other utility entities in the region.

***FUNDING***

Funding for this project is limited and is being provided by the South Carolina Rural Infrastructure Authority as part of their new Regional Feasibility Planning Grant program.

***SELECTION CRITERIA***

Each RFP shall be evaluated by a selection team and shall be scored on the basis of the following criteria and point system:

|  |  |
| --- | --- |
| **EVALUATION CRITERA** | **MAXIMUM NO. OF POINTS** |
| **Approach and Understanding of the Scope of Work** | **10** |
| **Experience and Ability of the Firm and the Designated Project Manager to Complete the Work** | **15** |
| **Proven Track Record of Community Engagement** | **10** |
| **Ability to Leverage other Sources of Local, State, and Federal funding** | **5** |
| **Familiarity with the Project Area** | **5** |
| **Budget** | **10** |
| **Organization** | **5** |
| **Water and Wastewater Utility Experience of the Firm** | **20** |
| **Project Approach** | **20** |
| **TOTAL** | **100** |

**RFP SUBMITTAL**

The firm of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agrees to provide the requested services as defined in the Request for Proposal for the Regional Water and Sewer Feasibility Study for the Town of Jefferson, South Carolina.

**ITEM FEE**

**Data Collection and Organization $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Analysis $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Feasibility Study Report $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lump Sum Total Price 1 $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1 All allowances, fees, subconsultant fees, and costs are included in this total. These include any and all reimbursable expenses and/or any other costs required to complete this project

The prices listed in this proposal includes all pricing, including, but not limited to, all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this project.

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

Representative/Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSALS MAY BE EMAILED WITH THE SUBJECT LINE “REGIONAL WATER AND SEWER FEASIBILITY STUDY” TO MUNICIPAL CLERK TAMMY WITHROW AT** [**jeffersonth@shtc.net**](mailto:jeffersonth@shtc.net) **AND MUST BE RECEIVED NO LATER THAN 3:00 P.M. ON TUESDAY, AUGUST 23, 2022.**

**OTHERS MAY MAIL OR DELIVER THEIR PROPOSALS TO:**

**PO BOX 306**

**223 N. MAIN STREET**

**JEFFERSON, SC 29718**

**The Town of Jefferson reserves the right to reject and/or honor any and all proposals.**