

NORTH CHARLESTON SEWER DISTRICT REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES FOR DESIGN WWTP MAINTENANCE AREA FEBRUARY 23, 2017

PROJECT PURPOSE AND GOAL

The North Charleston Sewer District is seeking to retain professional engineering services (civil, structural, electrical, and/or mechanical) for the design and construction administration of a fully operational maintenance shop area. The new maintenance area will be located in an existing building at our Wastewater Treatment Plant (WWTP), and will need to be retrofitted around existing features, structures, equipment, etc. The building previously housed the WWTP's sludge incinerator.

BACKGROUND

The North Charleston Sewer District owns and operates the 32 MGD Felix C. Davis Wastewater Treatment Facility (Plant) located on Herbert Street in Charleston, South Carolina, and sixty (60) sewer lift stations that transport wastewater through approximately 465 miles of sewer lines to our Treatment Plant. The Administrative and Engineering offices, as well as the Vehicle Maintenance and Systems Maintenance shops and offices are located at 7225 Stall Road in North Charleston.

QUALIFICATIONS

It is the intent of the District not to award this contract to any offeror who does not furnish satisfactory evidence in their proposal that they have successfully completed projects of this type and magnitude, and that they have sufficient capital, equipment and personnel to enable them to complete the required work successfully, completely, and within the allotted time.

SUBMISSION REQUIREMENTS

A MANDATORY SITE VISIT AND MEETING will be held at the job site (Felix C. Davis WWTP) on March 2, 2017 at 10:00 a.m.

To be considered for consideration, ONE (1) ORIGINAL AND THREE (3) COPIES of your response must be received at the District offices no later than 2:00 p.m. on March 16, 2017. The District's normal operating hours are M-Th 7:00 – 5:00. NCSD will not be responsible for responses not delivered on time by the U.S. Postal Service or any other carrier. The responder is responsible for delivery to NCSD prior to due date and time. Late responses will not be accepted. Send responses to:

MAIL:

North Charleston Sewer District
P. O. Box 63009
North Charleston, SC 29419
Attn: Del Whittle

HAND DELIVER/EXPRESS:

North Charleston Sewer District
7225 Stall Road
North Charleston, SC 29406
Attn: Del Whittle

All responses **must** include at a minimum, the following information **presented in the listed order:**

1. Qualifications of the Firm.

2. List detailing Firm's specific experience on similar projects.
3. Experience and qualifications of team to be assigned to this project.
4. References, including names and contact numbers.
5. Detailed description of approach to work to be performed.
6. Timetable for Performing Work.

Under the South Carolina Freedom of Information Act ("FOIA"), certain documents an Offeror submits to the District may be subject to public disclosure. All references are to the South Carolina Code of Laws, which is available on the internet at: <http://www.scstatehouse.gov/code/t30c004.PHP>. Offerors are urged to become familiar with FOIA (Title 30, Chapter 4 of the Code).

In determining whether to release documents, the District will rely on Offerors marking documents as being either "Confidential" or "Trade Secret". For every document Offeror submits in response to or with regard to this solicitation, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is a trade secret as defined in Section 30-4-40(a)(1) of the FOIA. For every document Offeror submits in response to or with regard to this solicitation, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by the Trade Secrets Act. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. If a portion of a response is improperly marked as confidential or trade secret, the District may, in its sole discretion, determine it nonresponsive. If only portions of a page are protected, do not mark the entire page