



Office of Purchasing/Contracting*324 W. Evans Street*Florence, South Carolina 29501

**REQUEST FOR QUALIFICATIONS NO. 2025-74
ENGINEERING CONSULTING SERVICES - - WATER AND SEWER
INFRASTRUCTURE FOR THE CITY OF FLORENCE, S.C.**

QUALIFICATIONS SUBMISSION DEADLINE: October 16, 2025 at 2:00 pm.

The City of Florence (City) is seeking statements of qualifications from professional engineering firms interested in contracting to provide engineering services for the design and project management for projects including, but not limited to, East Palmetto Sanitary Sewer and fourteen (14) Groundwater Treatment Plant Capital Improvement Projects. The engineering evaluation and design must include all necessary drawings and specifications; Construction cost estimates; All necessary permitting; Project bidding and recommendation of award; Contract documents; and Construction Administration and inspection services.

The City of Florence intends to select one or two firms to provide professional civil engineering services for water and sewer infrastructure projects associated with the improvements outlined within planned bond improvements of the City of Florence not to exceed \$114,000,000.00 in total project costs.

Qualifications are due on or before the submission deadline noted above at the **Office of Purchasing & Contracting, located in the City Center at 324 W. Evans Street**. All qualifications packages must be sealed and have "Engineering Services – Water and Sewer Infrastructure Improvements" clearly marked on the outside of the envelope for easy identification by the city. Qualifications may be hand delivered prior to the submission deadline at the address listed above. Directions may be obtained by calling (843) 665-3165 or e-mailing lgivens@cityofflorence.com. Any qualifications received later than the submission deadline will not be accepted or considered.

Qualifications submitted by mail should be addressed to: City of Florence, Attn: Lynwood F. Givens, Purchasing Agent, 324 W. Evans Street, Florence, SC 29501. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen

nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.

The City of Florence reserves the right to engage in discussions with any or all responsible responders who submit resumes which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to resume requirements herein.

This solicitation does not commit the City of Florence to award a contract, to pay any costs incurred in the preparation of qualifications, or to procure or contract for services. The City of Florence reserves the right to accept or reject any or all qualifications received as a result of this request for qualifications, or to cancel it in part or in its entirety if it is in the best interest of the City of Florence.

MINORITY, WOMAN, AND VETERAN OWNED BUSINESS

The City of Florence welcomes and encourages submissions from minority, woman, and veteran owned businesses. Please indicate that you are a minority or woman owned business with your request for bid documents.

Minority Business Owners (minority, woman, and veteran owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority, woman, and veteran owned business enterprises (MBE/WBE/VBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

The successful company must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. Bidders must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

INSTRUCTIONS FOR OFFERORS

The successful firm must be licensed in the state of South Carolina to perform these types of engineering services.

A responsible offeror means an offeror who has the capability in all respects to perform 2 fully the requirements mentioned in the qualifications document and the integrity and reliability which will ensure good faith performance.

A responsive offeror means an offeror who has submitted a qualification which conforms in all respects to the request for qualifications requirements.

PROTEST PERIOD: Any actual or prospective bidder, offeror, or firm who is aggrieved in connection with the solicitation or award of a contract/purchase order may formally protest in writing to the Chief Financial Officer. The protest may be submitted at any time during the procurement process. However, if a prospective bidder, offeror, or firm wishes to protest, the formal protest must be submitted in writing and must be received by the City no later than seven (7) days from the date that the aggrieved was informed of the qualifications results by the Purchasing Agent. Protests received by the City following seven (7) days after evaluation results have been released by the Purchasing Agent will not be considered by the City.

DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets scope of work, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing, the recommendation of the head of the City agency using the item or other objective sources.

DEVIATIONS: Any deviations from the scope of work contained herein, must be noted in detail on the respondent's response for the City of Florence's consideration.

CHANGES: Any changes in this request for qualifications after the purchase order/contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the firm. Any changes to the scope of work in this request for qualifications package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract/purchase order shall belong exclusively to the City of Florence.

INQUIRIES: Any questions regarding this SOQ must be in writing and e-mailed to the City Purchasing Agent, Lynwood F. Givens in writing by e-mail at lgivens@cityofflorence.com. The deadline for the submission of any and all questions concerning this RFQ is **October 9, 2025 at 5:00 pm.** Please do not attempt to contact other members of the selection committee. A complete copy of the City of Florence Purchasing Policies and Procedures Manual can be downloaded from the City of Florence website at www.cityofflorence.com/public-bid-information.

SCOPE OF SERVICES

The Firm shall provide professional engineering services to assist with the following: Evaluate and identify sanitary sewer collection system to meet growing demand along East Palmetto Street, Freedom Boulevard, and North Williston Road and groundwater treatment plant processes within the groundwater production system for the; Design, construction, administration, and inspection for an upgraded facility; shall prepare design plans and specifications for force main and groundwater treatment; and any

additional projects associated with the improvements funded by the water and sewer bond funding program. Obtain all necessary permits; Prepare bid documents and assist with bidding the project; Assist the city in evaluating the bids; Provide construction oversight and inspections services through the construction process; and prepare the final record drawings for the project. The following tasks comprise the general scope of work:

1. Project Kickoff Meeting
2. Evaluate Alternatives
3. Survey
4. Prepare construction plans and specifications
5. Prepare easement and/or right-of-way plats suitable for acquisition purposes
6. Provide Assistance in preparation of bid documents.
7. Provide assistance in responding to bid questions.
8. Bid evaluation assistance and recommendation
9. Construction Kickoff Meeting
10. Contract Administration
11. Review submittals and answer RFIs
12. Provide construction oversight and inspection services
13. Review contractor's invoices and make recommendation for payment
14. The Engineer shall provide the City with three (3) copies of "As built" record drawings along with an electronic copy in digital 5 format to include a digital copy that can be imported directly into the City's GIS System.
15. Approval Permits and Closeout Documents - The Engineer will be responsible for assisting the city in securing all necessary approvals, permits, and other documents for project closeout.

The list of tasks above is not meant to be a full description of the work, but a summary breakdown of the scope in the design and construction of the Force Main Upgrade and Groundwater Treatment Plant Processes.

CONTENTS OF QUALIFICATIONS STATEMENT

Respondents must carefully read the information in this "Contents of Qualifications Statement" section and submit a complete Qualifications Statement responding to each request for information. Incomplete Qualifications Statements will be considered nonresponsive and are subject to rejection.

IMPORTANT NOTE: No fee information is required for the initial submittal.

Engineering firms are requested to submit five (5) copies of your statement of qualifications. A cover page is required for each proposal. Due to time limitations of the Selection Committee members, statements shall be limited to no more than fifteen (15) single-sided pages using 12-pitch font. Please include tab dividers for easy access to each section of the SOQ (tab dividers and cover page does not count toward the 15-page limit).

Additional supplemental information may be submitted, under separate cover, in order to aid in firm selection. This information may include staff resumes, descriptions of similar municipal projects, project references, etc.

Qualification Statement shall include the following information:

1. Introduction – Letter of Transmittal

- Summarize in a brief and concise manner the Firm's understanding of the scope of work and make a positive commitment to perform the work in a professional and timely manner.

2. Qualifications of Firm

Please provide:

- General work plan that demonstrates the consultant's complete understanding of the scope of work.
- Company's recent history and experience in sewer line/pump station design in the last three years as relates to projects of same or similar scope as this project.
- Overall qualifications of project's managers and key personnel.
- Previous project success for projects similar in scope to this project.
- Overall experience with:
 - Developing written technical specifications
 - Sewer line Design
 - Project Construction oversight and inspection
 - Project administration
 - Project closeout.
- Provide a summary of any litigation, claim(s), or contract dispute(s) filed by or against the Firm in the past five (5) years that are related to the services that the Firm provides in the regular course of business. The summary shall state the nature of the litigation, claim, or contract dispute; a brief description of the case; the outcome or projected

outcome; and the monetary amount involved. If no litigation claim(s) or contract dispute(s) have been filed by or against the Firm in the past five (5) years, please state that.

- List any regulatory or license agency sanctions. If no license sanctions against the Firm, please state that.

3. Project Management and Key Personnel

Please provide:

- Firm staff resumes that show experience in South Carolina for staff assigned to this project.
- State qualifications of the firm and its key personnel who will be assigned to work with the County.
- List of personnel who will work on the project including their specific qualifications and experience on projects of similar scope.
- List any professional training and experience, especially in relation to the type and magnitude of work required for this particular scope of services.
- List any licenses or certifications related to the scope of work described in this Request for Qualifications.
- Describe the Firm's approach to and/or method of cost control and project scheduling.
- Current workload and percentage of availability of key personnel.

4. References – Past Performance and Existing Contracts

Please provide:

- List of previous and current clients for work similar to this scope of work within the past three years. Include names and location of project, brief description and firm's key personnel's involvement, name of project manager and telephone number, date and value of project.

In addition, please complete Attachment A: Reference Disclosure Form and submit with qualifications.

All submitted materials shall become the sole property of the City of Florence. Firms will relinquish claim for return of submitted material. The city shall have sole discretion in evaluating the qualifications statements. The city reserves the right to reject any and all Statement of Qualifications and is not bound to accept any SOQ if it is contrary to the best interest of the city.

EVALUATION METHOD - SELECTION PROCESS

City of Florence will use the following selection process. This process is designed to ensure that consultants are selected in a fair and uniform manner, those selected for work are qualified and experienced in the professional services desired, and to ensure that every qualified consultant will be considered for providing professional services to the city. A Selection Committee will evaluate responses to the Request for Qualifications and determine the most qualified applicants. Upon receipt of the packages from respondents, the Selection Committee will review using a scoring program that has been determined by the committee and detailed below. Past performance will be scored based on responses from the references submitted by the responder and/or the experience of city staff with firm's past performance. The Selection Committee will use the total point scores to rank the prospective Firms. The Selection Committee will determine the most highly qualified Firm based upon the ranking scores.

EVALUATION CRITERIA

The Content of the Qualifications Statement, as referenced above, shall be evaluated as follows:

Description Qualifications of Firm

- Success of previous projects (i.e. still in operation, how long in operation, etc. (15 pts.)
- Developing written technical specifications (15 pts.)
- Project understanding (10 pts.)
- Overall sewer line and groundwater treatment plant design experience (10 pts.)
- Previous/Pending litigation (5 pts.)

Possible Points 55

Project Management and Key Personnel

- Experience on similar projects (NC Only) (15 pts.)
- Projects on time and in budget (5 pts.)
- Sewer line and pump station project experience (10 pts.)
- Professional Training/Qualification (5 pts.)
- Work Load and Availability (3 pts.)
- Relevant Licenses/Certifications (2 pts.)

Possible Points 40 Points

References – Past Performance and Existing (5 pts.)

Points 5 Points

Total Possible Points 100 Points

SELECTION PROCESS

The City of Florence has formed a Selection Committee to review the SOQ's and recommend a firm.

The Selection Committee shall be comprised of the following members:

- Purchasing Agent
- City Engineer
- Utility Operations Director
- Assistant City Manager of Development
- Utility Planning & Economic Development Director

Any questions regarding this SOQ should be addressed in writing to the Purchasing Agent via e-mail. Please do not attempt to contact other members of the Selection Committee. Based on an evaluation of the firm's qualifications, experience, and suitability to the city's water and sewer project needs, the Selection Committee shall short-list three (3) firms to be interviewed by the committee.

IMPORTANT NOTE: During the interview process, the short-listed firms shall provide the Selection Committee with their hourly fee rate schedule, along with their schedule of "Not to Exceed" (NTE) contract amounts. The short-listed firms will be given the opportunity to discuss anticipated design concepts, methods of approach for furnishing the required services, their schedule of contract amounts, and/or any other alternative cost proposals. Based on interviews and negotiations with the short-listed firms, the Selection Committee will recommend up to two (2) firms to the City Manager.

BUSINESS LICENSE REQUIREMENT

It is required that all firms and all subcontractors awarded a contract agreement with the City of Florence, either secure a business license or update their current business license for the contract amount for any work that is to be done inside the city limits. The successful firm and all subcontractors shall be required to contact the Business License Coordinator, City Center 324 W. Evans Street, Florence, S.C. prior to commencement of work. The Business License Coordinator's phone number is (843) 665-3173. FAX (843) 665-3171.

PROFESSIONAL INSURANCE REQUIREMENTS AND INDEMNIFICATION

The successful firm shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of 7 any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful firm shall name the City of Florence, South Carolina, its elected and appointed officials, officers, and employees "Additional Insureds" as their interests may appear but only with respect to services performed or provided by successful firm on behalf of the City under Consultant's commercial general liability insurance policy. The successful firm shall, within 10 days of the full execution of any contract resulting from this RFP, provide the City's Purchasing Agent with a certificate(s) of insurance evidencing the coverages required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected firm gives written notice to the City.

Without limiting the provisions of paragraph above, the selected firm shall during the term of any contract resulting from this purchase and maintain insurance with limits not less than those set forth below:

The successful firm shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

Professional Services: The selected firm shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services

under any contract resulting from this RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose acts, errors, or omissions the selected firm may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

Other Than Professional Services: With respect to all acts or omissions of the selected firm, or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose acts, errors, or omissions the selected firm may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected firm shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected firm's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose actions or failure to act the selected firm may be liable) during the performance of this Agreement.

The selected firm shall require any subconsultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any subconsultants and subcontractors to assume the selected firm's indemnification obligations under any contract resulting from this RFP to the extent they relate to the subconsultant's or subcontractor's obligations under any contract with the selected firm.



REQUEST FOR QUALIFICATIONS NO. 2025-74

Contact Information The following form should be completed and submitted with your proposal.

Company Name:

Address: City, State, Zip:

Phone Number:

Fax Number:

E-mail Address:

Printed Name of Authorized Agent:

Title:

Date:

**ATTACHMENT A
REFERENCE DISCLOSURE FORM**

Firm shall provide information regarding experience in work similar to this scope of work by listing FIVE (5) RECENT CLIENTS. References should be clients of a similar scale as the services requested in this RFQ.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
 BEGINNING _____
 END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
 BEGINNING _____
 END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
 BEGINNING _____
 END _____

4. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
 BEGINNING _____
 END _____

5. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
 BEGINNING _____
 END _____