

**NORTH CHARLESTON SEWER DISTRICT**  
**Request for Qualifications (RFQu)**  
**Cooper Trunk – PER for Wet Weather Storage Tank**

The North Charleston Sewer District (District) is now accepting Letters of Interest to include Statements of Qualifications and Performance Data, from established Engineering firms interested in providing a Preliminary Engineering Report for an anticipated wet weather storage tank located on our Cooper Trunk Line.

If your firm has demonstrated experience in the areas specified in the Projected Scope of Services below, you are invited to respond to this RFQu.

**Qualifications**

It is the intent of the District not to award this contract to any firm that does not furnish satisfactory evidence 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 within a reasonable time.

**Background Information**

The District is a publicly owned utility created in 1972 by act of the SC State Legislature, governed by a Board of Commissioners that provides retail and wholesale wastewater service to over 32,000 customers in the City of North Charleston and nearby communities, with a service area of approximately 60 square miles.

The District's 201 Master Plan was updated in 2021 to reflect buildout over the next 20 years. During that timeframe, it is anticipated that a section of the Cooper Trunk Line will not be able to convey peak wet weather flows due to lack of capacity. The District is evaluating the capital costs to build a wet weather storage tank to handle the projected peak flows during said storm events.

It is the intent of the District to use the results of this P.E.R. to determine the next steps forward for planning for future flows and their impact to the collection and conveyance system.

### Projected Scope of Services

The selected firm will:

1. Review flow projections calculated during the most recent 201 Master Plan Update.
2. Determine appropriate sizing of the wet weather tank and therefore the theoretical footprint of said tank.
3. Provide a list of recommended site selections based on the necessary footprint to facilitate construction of the tank and relative to existing infrastructure.
4. Provide a cost estimate with the listed assumptions to help with planning for future Capital needs.

### CONTENTS/AWARD CRITERIA

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

1. Qualifications of the Firm and/or Team with specific wet weather storage tank design experience.
2. Up to three tank design examples with contact references.
3. Detailed description of approach to performing the Preliminary Engineering Report.
4. Timetable for performing the work.

### SUBMISSION REQUIREMENTS

Submittals are to be sealed and marked on the outside of the envelope with “**Cooper Trunk – PER for Wet Weather Storage Tank**”, and the identity of the respondent. Failure to mark submittals as described above may result in premature opening of, or a failure to open, such submittals. Submittals that are received by FAX or other facsimile transmittal will not be accepted for consideration. If you are submitting by means of a special or overnight delivery service such as Federal Express or UPS, place your sealed envelope containing the submittals inside the envelope provided by the carrier, and your envelope should be marked as set forth above.

The District’s operating hours are M-Th 7-5. NCSD will not be responsible for responses not delivered on time by the U.S. Postal Service or any carrier. The responder is responsible for delivery to NCSD prior to due date and time. Late responses will not be accepted.

**MAIL IS ONLY PICKED UP FROM THE US POSTAL SERVICE ON MONDAYS AND THURSDAYS AROUND 10:30 A.M. (EXCLUDING WEEKENDS AND HOLIDAYS).**

**Send responses to:**

**MAIL:**

North Charleston Sewer District  
PO Box 63009  
North Charleston, SC 29419  
Attn: Kimberly J Caver

**HAND DELIVER/EXPRESS:**

North Charleston Sewer District  
7225 Stall Road  
North Charleston, SC 29406  
Attn: Kimberly J Caver

To be considered for award, **ONE (1) ORIGINAL AND FOUR (4) COPIES** of your response are required and in addition, you must submit **Five (5) electronic copies** on compact disk (CD), DVD, or USB drive. Each copy should be on separate media. If multiple-disk sets are provided, each disk in the set must be appropriately identified as to its relationship to the set, e.g., 1 of 2. The electronic copy must be identical to the original offer. File format shall be compatible with Microsoft Office (version 2003 or later), or Adobe Acrobat or equivalent Portable Document Format (.pdf) viewer. The Purchasing Agent must be able to view, search, copy and print electronic documents without a password. Submittals must be received at the District offices **no later than 2:00 p.m. on November 4, 2021**, at which time respondents to this request will be publicly identified. No information will be released other than the names of the respondents at the opening.

**An official authorized to bind the respondent must sign the submittal.**

**This solicitation does not commit the North Charleston Sewer District to award a contract, to pay any costs incurred in the preparation of a submittal, or to procure or contract for the articles of goods or services. The District reserves the right to accept or reject any or all offers received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the District to do so.**

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