

**REQUEST FOR QUALIFICATIONS  
TOWN OF CHERAW  
ENGINEERING SERVICES FOR THE PLANNING, DESIGN AND CONSTRUCTION OF A 4MGD  
WATER TREATMENT PLANT  
TOWN OF CHERAW RFQ #2026-01**

**DUE DATE:  
SEPTEMBER 2, 2025  
4PM**

**RECEIPT LOCATION:**  
200 Market Street  
Cheraw, SC 29520

**OFFICIAL CONTACT:**  
Robert Wolfe  
Town Manager  
[rwolfe@cheraw.com](mailto:rwolfe@cheraw.com)  
843-537-7283

Town of Cheraw reserves the right to reject any and all submissions or any parts thereof and to waive any irregularities or minor informalities in any submission or in the procurement process and to make a contract award in the best interest of the Town of Cheraw

## 1. INTRODUCTION

Town of Cheraw (hereafter referred to as “owner”) is issuing this Request for Qualifications (RFQ) to identify a qualified engineering firm to provide a full range of engineering services in support of the Town of Cheraw’s efforts at constructing a new 4MGD water treatment plant. The selected engineering firm must be prepared to provide a wide range of services including but not limited to; environmental, permitting, design, bidding, and construction management. It is anticipated that the construction of a new water plant will be a multi-year effort, and the selected engineering firm must be prepared to oversee the project from beginning to end including assistance on grant applications and funding applications with EPA and USDA-RD. Responding firms must be familiar with large infrastructure projects and any applicable state and federal regulations. Funding for this project is anticipated to be a combination of EPA Community Grant Funds, USDA – Rural Development Water and Waste Disposal Funds, and local funds. It is the intent of the Town of Cheraw to pay for engineering costs associated with this project through a FY24 State and Tribal Assistance Grant Appropriation.

### 1.1. Method of Procurement

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly-qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is not a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the owner to award the contract to a single responding firm. Final contract will be based on a fixed – lump sum price.

### 1.2. Project Description

The Town of Cheraw’s existing water treatment plant has reached the end of its service life and is now moving toward the future with construction of a new 4MGD water treatment plant. The proposed location of the treatment plant is the Town’s old public works facility approximately .2 miles from the existing plant.

The selected engineer will be expected to oversee the project from site preparation to putting the new plant into operation. In preparation for this project, the Town of Cheraw has completed a Preliminary Engineering and Environmental Report for the project and has submitted a request for funding to the United States Department of Agriculture. Copies of this material are available upon request by contacting Robert Wolfe, Town Manager, at [rwolfe@cheraw.com](mailto:rwolfe@cheraw.com).

All services will be required to fully comply with any federal, state, and local regulations and any other regulations applicable to various funding sources. The engineer will also be expected to provide technical advice and assistance on all phases of the project.

Services related to this RFQ include but are not limited to:

- USDA and EPA Grant Assistance
- Site planning and preparation
- Permitting
- Environmental Remediation
- Design
- Bidding
- Construction Administration
- Any other services necessary to successfully complete the project.

Engineering firms will be responsible for all related work from preliminary design to final close out of the construction of the project. Additional services include preliminary design, final design, permitting, estimation of probable costs, surveying, bidding, negotiation, construction administration, construction observation services, and any other services necessary to complete the project.

The Town of Cheraw will be responsible for the following:

- Providing a main point of contact for administrative matters who will serve as the liaison between the selected firm and any outside agencies.
- Provide all available data to further project including access to any town files or records.
- Overall grant management for the project.

### **1.3. Engineering Scope of Work**

To support this project, the owner is requesting full engineering services to include the following scope of work:

- Preparing technical drawings and specifications
- Filing applications for permits and/or design approvals
- Revising drawings in response to directives from governmental authorities as needed
- Preparing bidding documents and revising as needed
- Bidding the project and negotiating with contractors in compliance with all applicable town, state, and federal procurement guidelines.
- Compiling contract documents and participating in the pre-construction conference
- Construction observation and inspection along with monitoring the project with respect to budget, schedule and contractual obligations. Selected firm should be prepared for consistent and ongoing communication with the owner through the duration of the project.
- Consultant shall be responsible for tracking compliance with federal regulatory requirements relating to any grant funds including but not limited to, AIS Requirements, DBE, and BABA requirements.
- Preparing pay requests
- Conducting final inspection and providing a notice stating that the work is acceptable
- Preparation and/or submittal of contractor prepared final as built drawings

The complete project is anticipated to utilize multiple funding sources.

## 1.4. Project Schedule

The estimated project schedule is as follows:

Engineering Procurement	Summer 2025
Design/Permitting	2025-2026
Secure Funding	Q1 2026
Bidding	Mid 2026
Construction Begins	2027
Project Closeout	2029

## 2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES

### 2.1. Submittal of Statements of Qualifications

The owner is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in accordance with the local and EPA guidelines.

The OFFICIAL CONTACT for this solicitation is:

Robert Wolfe  
Town Manager  
Town of Cheraw  
[rwolfe@cheraw.com](mailto:rwolfe@cheraw.com)  
843-537-7283

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing one (1) hard copy and one (1) digital copy of its statement of qualifications to Rob Wolfe at the address above no later than **Tuesday, September 2, 2025 at 4PM.** Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any qualifications package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

**2.2. Proposed Procurement Timeline**

Release date for RFQ	July 28, 2025
Final Date to Receive Written Questions/Clarifications	August 20, 2025
Addenda Issue Date	August 25, 2025
RFQ Closing Date	September 2, 2025
Completion of Selection Committee Review and Recommendation	September 2025
Execution of Contract	October - November 2025

**2.3. Labeling of Submissions**

All submissions must be submitted in a sealed envelope or package plainly marked "TOWN OF CHERAW – WATER PLANT ENGINEERING RFQ, ATTN: Robert Wolfe" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the owner or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

**2.4. Proprietary/Confidential Information**

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the owner and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

**2.5. Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Rob Wolfe no later than June 25, 2025 All questions submitted and their answers will be posted on the owner’s website as an addendum to this RFQ. No telephone inquiries will be accepted.

**2.6. Addenda**

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the owner will become part of the official RFQ and will be posted on the owner’s website, at [https://www.cheraw.com/government/business\\_opportunities.php](https://www.cheraw.com/government/business_opportunities.php). Receipt of all addenda must be

acknowledged in the response to this RFQ. An addenda, if any, will be issued by August 25, 2025

## **2.7. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the owner other than the official contact identified in this RFQ. If such contact is made, the owner reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the owner to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.5.

## **2.8. Acceptance and Rejection of Submissions**

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The owner reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The owner also reserves the right to accept or reject any or all submissions received in response to this RFQ. The owner is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The owner reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

## **2.9. Cancellation/Rejection**

The owner may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the owner. The owner may reject any or all submissions in whole or in part if it is determined to be in the best interest of the owner.

## **2.10. Conflict of Interest**

Respondents shall promptly notify the owner in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the owner as to whether the association, interest, or circumstance would, in the opinion of the owner, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the owner or any other conflict as may be set forth herein.

## **2.11. Collusion**

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the owner believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect ownership or profit-sharing

interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFQ and any resulting contract.

By responding to this RFQ, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

### **2.12. Equal Opportunity**

Pursuant to Resolution 09-2023 the Town of Cheraw extends equal opportunity in purchasing and procurement without regard to race, color, creed, religion, association, national origin, sex, age, or disability. All procurement is made in full compliance with the laws and regulations of the State of South Carolina and the United States. Further, the Town of Cheraw encourages Disadvantaged Business Enterprises (DBE) to submit qualification statements for this RFQ.

## **3. STATEMENT OF QUALIFICATIONS CONTENTS**

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications. The submission must include the following, in the order listed:

### **3.1. Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFQ and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFQ.

### **3.2. Firm Qualifications**

Provide relevant information about the firm to include the following:

- Organization/company overview as it relates to the requirements of the RFQ.
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFQ
- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

### **3.3. Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications

(including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the owner during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

### **3.4. Relevant Experience**

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Experience should focus on the engineering related to the development of water infrastructure, with an emphasis on the development of large scale water utility projects similar to water treatment plants. Experience with federal grants and the United States Department of Agriculture is preferred.

### **3.5. Firm Workload**

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's schedule requirements.

### **3.6. References**

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

### **3.7. Licensing and Insurance**

Responding firm should include a copy of appropriate licensing and insurance at the end of their statement of qualifications.

## **4. EVALUATION AND AWARD PROCESS**

### **4.1. Selection Committee**

The owner will conduct a formal selection process to determine the best qualified respondent. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The owner reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

#### **4.2. Notice of Intent to Award**

After the recommendation of the selection committee, a notice of “Intent to Award” will be posted on the owner website. A notice will also be emailed to all respondents informing them of the committee’s recommendation.

#### **4.3. Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the owner’s procurement policy. Protests are to be made to the purchasing director, Rob Wolfe, and the grievance shall be submitted in writing within seven (7) business days of the time of the Notice of Intent to Award, stating the grievance and grounds therefore. The grievance will be resolved in accordance with the Town of Cheraw’s procurement procedures.

#### **4.4. Contract Negotiations/ Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the “Intent to Award” will be invited to enter into contract negotiations with owner to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the owner and the selected respondent. If an agreement cannot be reached with the top ranked firm, the owner will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the owner.

**Any firm should anticipate having contracts reviewed by relevant granting authorities prior to execution.**

### **5. SELECTION CRITERIA**

The selection criteria and their relative importance in making the selection are:

#### **5.1. Qualifications of Firm/Personnel (20%)**

Technical expertise and competence, including education, registration, and years of experience of individuals who will be assigned to this project.

#### **5.2. Related Experience on Similar Projects (40%)**

Extent of relevant experience with infrastructure projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

#### **5.3. Past Performance (20%)**

Performance recommendations with regard to work quality, schedule, budget, communication and coordination of projects.

#### **5.4. Recent, Current, and Projected Workload (10%)**

Workload of the firm and key personnel, related to how it might impact the respondent's ability to meet the project's schedule requirements.

#### **5.5. Proximity (10%)**

Proximity to the project location will factor in as the engineer is anticipated to make multiple and frequent trips to the project location for the duration of the project.