



COMMISSIONERS OF PUBLIC WORKS
COMMISSIONERS: GENE P. HANCOCK, MICHAEL G. MONAGHAN, HENRY O. WATTS
MANAGER: STEVE D. REEVES, JR.

Request For Qualifications

CONSULTING ENGINEERING SERVICES FOR THE GREENWOOD COMMISSIONERS OF PUBLIC WORKS (CPW) GAS DISTRIBUTION AND TRANSMISSION SYSTEM

1. RFQ General Information

- 1.1. The objective of this Request for Qualifications (RFQ) is to solicit statements of qualifications from professional engineering firms licensed in the State of South Carolina to provide comprehensive professional services related to the design of the Greenwood Commissioners of Public Works' (CPW) natural gas distribution and transmission systems that meets current U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration and the South Carolina Office of Regulatory Staff standards.
- 1.2. Responses to this RFQ will be used to determine the qualifications of various firms to provide the scope of work and tasks specified. CPW will short list the most qualified and advantageous firms to CPW and conduct a selection committee interview. Greenwood CPW is seeking engineering firms which demonstrate engineering expertise described within this RFQ. It is anticipated that a non-exclusive agreement for professional services will be negotiated and executed between Greenwood CPW and the firm and alternate(s) who are determined to best meet the needs of the CPW.
- 1.3. This RFQ contains, in general terms, the overall objectives of Greenwood CPW in obtaining the services of a consultant. While an attempt is made to describe the general expectations of the CPW and the anticipated work to be performed, the CPW and the chosen firm(s) will need to define a more specific scope of work and final fee schedule as part of a negotiation process. If it becomes necessary to revise any part of this RFQ, amendments will be made available to all potential respondents as indicated in Section 1.5.
- 1.4. Each firm providing a submittal for consideration by the CPW is responsible for obtaining information on the conditions and restrictions involved in meeting the obligations and providing the services as set forth in this RFQ.



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- 1.5. Questions regarding the scope of services for this RFQ shall be submitted in writing and directed to the Assistant Manager, Ken Barnett, at the address below. The deadline for submitting questions regarding this RFQ by close of business June 2, 2008. All responses to questions, including any significant changes and/or modifications, will be placed on the Greenwood CPW website (www.greenwoodcpw.com) in the form of an Addendum by June 5, 2008. The Addendum will be posted under the "Active Bid List" section of the website.

Ken Barnett
Assistant Manager
Greenwood CPW
P.O. Box 549
810 Bypass 225 SW
Greenwood, SC 29648
(864) 942-8107 Phone
Email: kbarnett@greenwoodcpw.com

- 1.6. RFQ responses must be submitted by mail or be delivered in person at the address listed below no later than 5:00 P.M. E.S.T. Wednesday, June 11, 2008. Late submittals will not be accepted for consideration. Seven (7) copies of the firm's response must be submitted. Once all submittals have been reviewed, chosen firms should be prepared to meet with CPW staff/representatives to interview with the selection committee. Firms responding will be responsible for any costs associated or incurred in preparing or responding to this RFQ. All submitted responses will be retained as property of the CPW and will not be returned.

Ken Barnett
Assistant Manager
P.O. Box 549
810 Bypass 225 SW
Greenwood, SC 29648
(864) 942-8107 Phone
Email: kbarnett@greenwoodcpw.com

All responses and supporting materials should be enclosed in a sealed envelope and properly marked with the RFQ number, name and address of the responding firm on the front of the envelope.



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2. Scope of Work & Background Information

This is an open-ended RFQ for design services on an as-needed basis for a period beginning no later than October 1, 2008 and ending December 31, 2011. In general, the qualifying firm shall be capable of providing expertise in the following areas;

Design commercial/industrial customer meter/pressure control stations, to include AutoCAD design drawings

Design distribution system pressure regulating stations, to include AutoCAD design drawings

Design steel and plastic pipeline extensions for new business, to include AutoCAD design drawings

Design steel and plastic pipeline replacements for pressure improvements, DOT projects, etc., to include AutoCAD and/or Micro-Station design drawings, as required

Prepare State DOT, city and county pipeline right-of-way encroachment permit applications, with necessary drawings, for pipeline projects, as needed.

Build and maintain natural gas pipeline system computer models utilizing GASWorkS system modeling software. Be capable of modifying these models for addition of gas load analysis, pressure improvement studies, "what-if" analysis related to DOT pipeline replacement projects, pressure studies, etc.

Design cathodic protection systems for all steel pipeline system additions and modifications, as needed

Perform annual regulatory audits/reviews & revisions of various manuals, i.e., O&M, Emergency, IMP, Public Awareness, Operator Qualification, etc.

Greenwood CPW operates 44 miles of Transmission mains and 671 miles of distribution mains in portions of 5 counties. CPW has 16,604 residential customers, 1,654 commercial customers, 17 industrial customers, and 17 municipal customers.

3. Submittal Requirements

3.1 Interested firms shall submit seven (7) copies of their statement of qualifications package to the Greenwood CPW Assistant Manager at the address shown herein. **Please clearly identify the original qualifications package as RFQ # G050908.**

3.2. The RFQ package shall consist of a cover letter and two tabbed sections as described below. Due to the time constraints of the selection committee, please limit the submittal to twenty-five (25) pages (front only) and number all pages. Longer submissions may be removed from consideration. The cover sheet and tabs will not be counted in the overall page limit.



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3.2.1. Cover Letter

The cover letter shall identify the contact person for the RFQ process, including telephone number, fax, email, and postal address. The letter shall also describe the firm's design philosophy and process.

3.2.2. Tab One: Information about the Team

Please provide the information requested in the following order under Tab One.

- A. Identify the legal entity that would enter into the contract with the CPW and include the location of company headquarters, local office location, type of business (sole proprietorship, partnership, corporation, etc.), state of incorporation or organization, and federal employer identification number.
- B. Identify all required licenses necessary for the consulting company and all sub-consultants to enter into the contract with the CPW. Include all current licenses and certificates that enables the consultant to work in the State of South Carolina and the affected counties.
- C. Provide an organizational chart identifying members of the prospective general services and design team, including sub-consultants, who would be assigned to potential projects with Greenwood CPW. The chart should clearly delineate roles and responsibilities of the various team members. **Please indicate the geographical location of all team members.**
- D. For proposed sub-consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.
- E. Provide overall references for the key members of your team, including complete contact information and a brief description of the previous projects for the reference.
- F. List similar projects/contracts currently being performed or performed in the last five (5) years by your firm or related firms for similar entities or the CPW, showing the date of contract, the dollar amount of project, the amount of time each member spent on the project, and the amount of fee received. Also include a description of any unresolved claims or disputes, including the CPW.



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- G. List any contracts performed in the past five (5) years by your firm or related firms for projects that were similar in size or type to the services requested in this RFQ. List the date services were performed; name, address, and telephone number of individual representative of the owner having knowledge of the firm's work; the dollar amount of the project; and the total time period involved.
- H. Please provide a matrix of the projects listed for Tab One sections D, E, and F above, and indicate which staff members provided the services for those projects.

3.2.3. Tab Two: Information Regarding the Services

Please provide the requested information in the following order under Tab Two.

- A. Indicate the number of professional staff available and qualified to perform services. Include summary background information for each key member of the team, including the following:
- Job classification
 - Years of service, including with submittal Firm
 - Professional registrations and certifications listing applicable state(s)
 - Roles and responsibilities in past projects of similar nature
 - Present and anticipated 12-month workload and ability to handle additional projects
 - Office location, contact name, and telephone number for proposed sub-consultants
- B. Describe and provide examples of the proposed professional team's experience and capability in the following areas, as applicable:
- Design of commercial/industrial customer meter/pressure control stations, to include AutoCAD design drawings
 - Design of distribution system pressure regulating stations, to include AutoCAD design drawings
 - Design of steel and plastic pipeline extensions for new business, to include AutoCAD design drawings
 - Design of steel and plastic pipeline replacements for pressure improvements, DOT projects, etc., to include AutoCAD and/or Micro-Station design drawings, as required
 - Preparation of State DOT, city and county pipeline right-of-way encroachment permit applications, with necessary drawings, for pipeline projects, as needed.



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- Building and maintaining natural gas pipeline system computer models utilizing GASWorkS system modeling software. Capability of modifying these models for addition of gas load analysis, pressure improvement studies, “what-if” analysis related to DOT pipeline replacement projects, pressure studies, etc.
- Design of cathodic protection systems for all steel pipeline system additions and modifications, as needed
- Performing annual regulatory audits/reviews & revisions of various manuals, i.e., O&M, Emergency, IMP, Public Awareness, Operator Qualification, etc.

C. Description of the lead firm’s capability to support the project team:

- Procedures and processes for project management
- Backup and support personnel, specialty experts, and other resources with their geographical locations
- Specialized equipment and services
- Meeting schedules and budgets
- Quality control/assurance programs

D. If a significant portion of work on any project task is expected to be performed in any office other than that listed in the letter of interest, list each task and the associated office from which work will be performed.

4. RFQ Evaluation Criteria And Process

The Selection Committee will evaluate the information submitted. Please do not contact any member of the Committee. Any attempt to do so will result in the disqualification of the firm’s submittal from consideration.

Listed below are some of the criteria that will be used in making evaluations:

- Education and experience of professional personnel
- Ability to meet time and budget requirements
- Demonstrated experience with similar projects involving the public sector (local governments) of similar size and organization
- Past performance and knowledge of Greenwood CPW’s system and facilities
- Location/Availability of firm and personnel
- Creativity and insight related to the CPW system
- Recent, current, and projected work load of firm



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The RFQ evaluation will result in a list of firms that will be invited to a technical interview with the Selection Committee. The CPW will issue before this presentation a list of additional detailed information/clarifications as needed, including cost structures and rates for professional services.

After the interviews, there will be a final evaluation by the CPW Selection Committee. The final firm(s) selected will then present an executive presentation to the CPW Board. A formal recommendation by the Selection Committee for principal firm and alternate(s) will be submitted for approval to the Greenwood CPW Board.

It is anticipated that the firm ranked first will enter into negotiations with the CPW for a contract to be the primary firm to provide the necessary services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations. This process will continue until agreeable terms can be reached with a firm. Once this process is complete, the next ranked firm and the CPW will enter into negotiations for a contract to be the alternate firm to provide the services described within this RFQ in the event that the primary firm cannot perform the work desired or the CPW determines this to be in their best interest.

5. Certificate of Insurance

The firm hired to provide the services referenced in this RFQ will be required to provide proof of insurance, including professional liability, workers compensation, employer's liability, general liability and auto liability prior to entering into a contract..

END OF REQUEST FOR QUALIFICATIONS