



RIA Public Drinking Water and Wastewater Utility Board Training Manual and Presentation

Pre-Submittal Conference
Thursday, November 7, 2024

Welcome! The conference will begin at 2:00 p.m.

Agenda



Purpose

Background

Specifications

Submittal Information

Selection Process

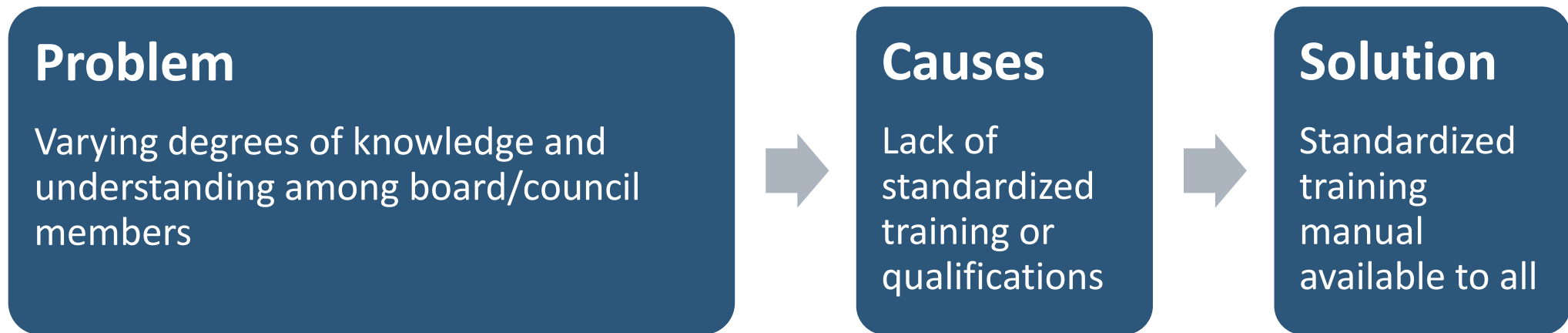
Final Reminders and Questions

Purpose

Prepare a **Board training manual and presentation** to provide Board members and elected public officials of public drinking water and wastewater utilities with the *managerial, financial and technical knowledge and skills* needed to successfully administer a utility.

Background

RIA's [2022 Viability Study](#) recommended standardized board training to **strengthen all utilities and make them more viable.**





Specifications

End Users

Local
government
officials

Utility board
members

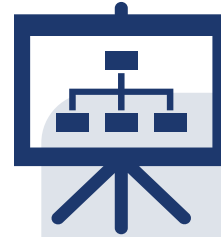
General
public



Products



Comprehensive Training
Manual



Standardized Presentation
(PowerPoint)

Scope of Work

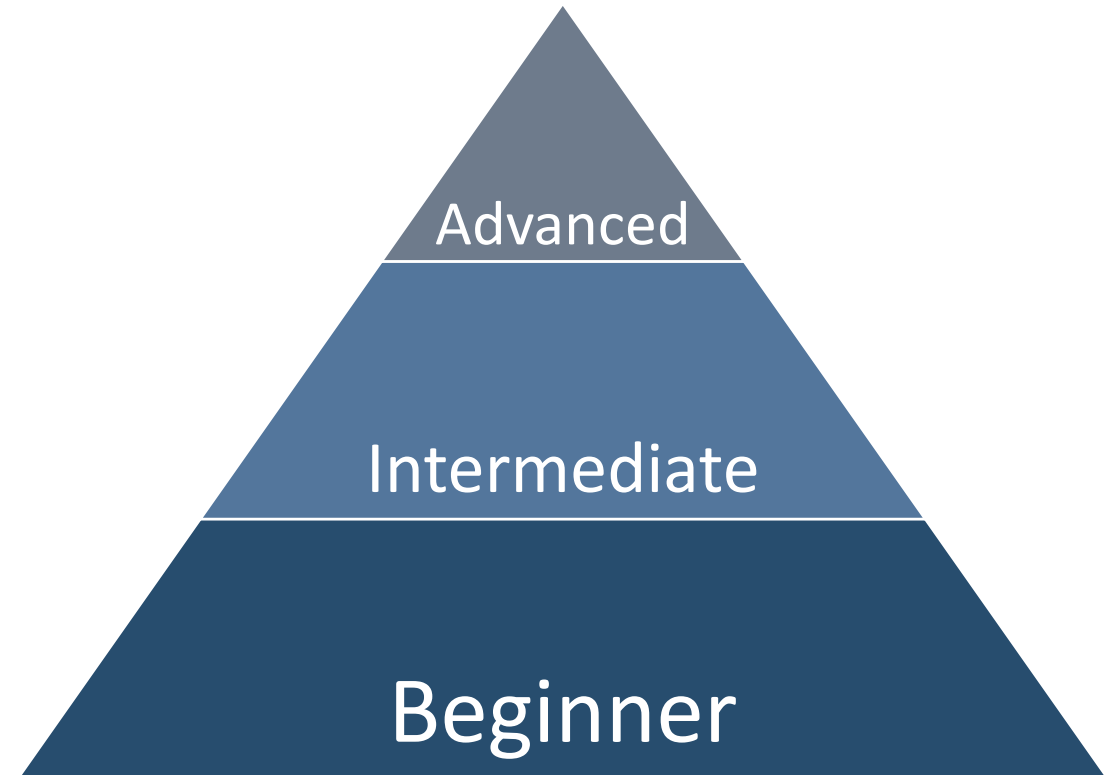
1. Develop a list of topics and skills needed to effectively administer a public drinking water or wastewater utility.

2. Document and describe these topics and skills in an easy-to-follow Board Training manual.

3. Create an easily understood training presentation to educate users.

Skill Levels

- Materials to include both water and sewer;
- Training to apply to local government officials as well as board members of various types of organizational structures;
- Training presentation materials to be based on a tiered system of education.

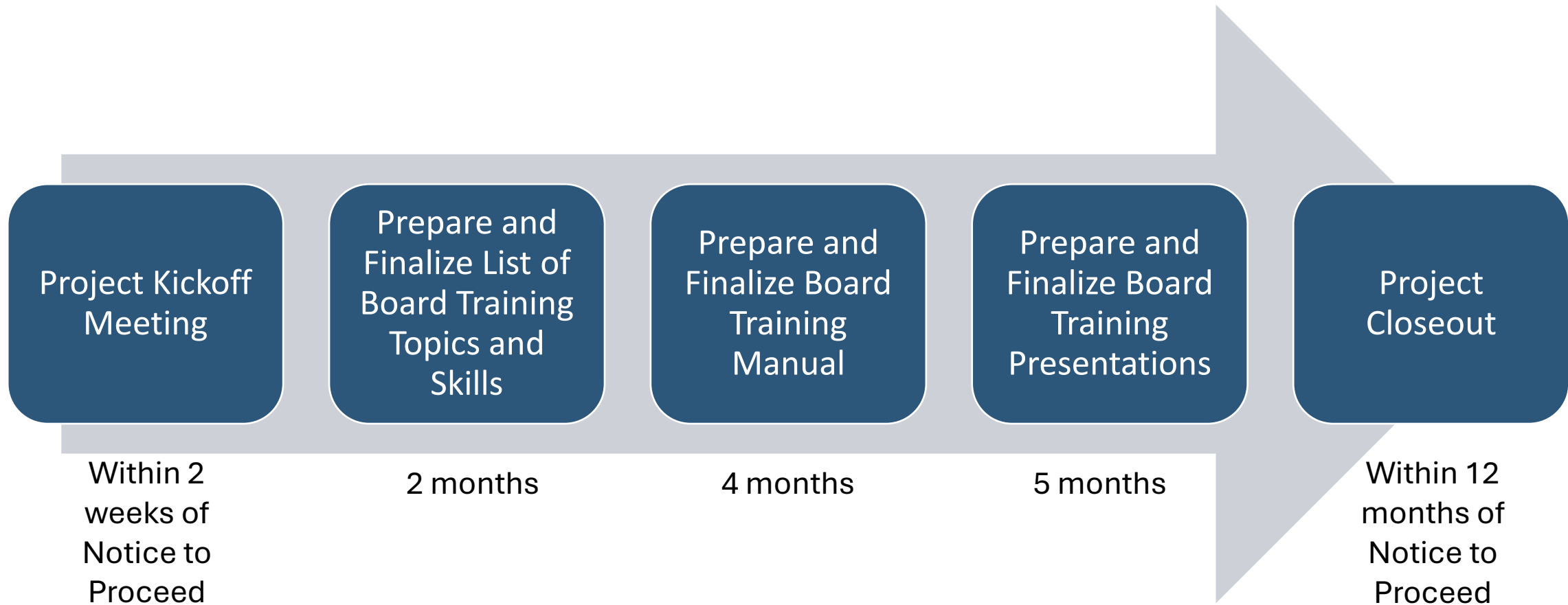


Sources

- Primary sources include:
 - EPA publications;
 - DES/state requirements ;
 - Board Training presentation prepared by the South Carolina Rural Water Association (copyright pending);
 - Other relevant sources.
- Training to be customized to South Carolina utilities and requirements.



Timeline and Schedule



Submittal Information

RFQ

Section 3 of the Request for Qualifications at ria.sc.gov/news/board-training-rfq.

Form SE-210

Additional requirements listed on the Invitation for Professional Services ([SE-210](#)) that is posted in the SCBO ad and on the RIA website

Submittal Requirements in RFQ

Firm's Staffing
Proposal

Technical and
Engineering
Qualifications

Business, Finance,
and Management
Qualifications

Project Approach
and Schedule

Past Projects

References

Additional Requirements

Items listed on [SE-210](#) that is posted in the SCBO ad and on the RIA website:

Standard Federal
Form 330

Primary contact

Residency
Certification

Response to
selection criteria, if
not addressed in
other sections



Selection Process

Selection Criteria

As identified in SC Code § 11-35-3220, the agency selection committee shall evaluate each firm in view of their:

Past performance

Professional ability

Ability to meet schedule and budget

Location and local knowledge

Workload

Creativity and insight related to the project

Previous experience

Interviews and Contract Negotiation

Interviews

Top ranked firms may be interviewed during the third week in December 2024.

A 2-week notice will be given.

Contract Negotiation

Expect to negotiate and finalize a contract in December to start work by January 2025

Final Reminders

- Submissions due Thursday, November 21st at 3:00 pm.
- Deliver 6 printed copies and electronic version on flash drive to:

Clarissa Belton, SC Department of Commerce
1201 Main Street, Suite 1600
Columbia, SC 29201
- Info from this conference and answers to any outstanding questions will be posted next Tuesday at ria.sc.gov/news/board-training-rfq. Any amendments, if necessary, will also be posted there.



Questions?



South Carolina
Rural Infrastructure Authority