RIA Planning and Technical Assistance Services for Public Drinking Water and Wastewater Utilities

South Carolina
Rural Infrastructure Authority

Pre-Submittal Conference
Monday, April 14, 2025
Welcome! The conference will begin at 2:00 p.m.

Agenda

- Purpose
- Specifications
- Submittal Information
- Selection Process
- Questions

Purpose

Provide a wide range of professional services for

planning and technical assistance

to small public water/wastewater utilities in SC to address

technical, financial, managerial or related legal issues.

Specifications

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Service Model for Viability Program

Rapid Assessment

Consultant coordinates a team to conduct a short-term assessment of the selected utility's needs and recommend next steps. RIA may engage additional consultant(s) to assist as needed.

Follow-Up Analysis

Consultant(s) may be engaged to conduct more in-depth studies.

Implementation

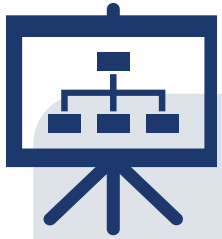
Utility uses analyses provided to implement capital improvements, regional partnerships, or other recommended actions.

Types of Services

- Selected firms must be able to provide some or all of the types of services listed in the RFQ specifications
- Firms may form and respond to the RFQ as consulting teams to offer broader services
- After engagement to lead a rapid assessment team, consultants will work with RIA to engage other appropriate team members including subcontractors, existing TA providers, and volunteers

Products

Written reports



Presentations to stakeholders

RIA
Creating water solutions.
Improving communities statewide.

Timeline and Schedule

- 2-year Indefinite Quantity Contract
- Project schedule will be specified in request for proposal and subsequent Delivery Order
- Rapid assessment & recommendations: generally up to 3 months
- Follow-up analysis, if requested: 6-9 months

Submittal Information

OSE Form SE-610

See first page of RFQ

Lists standard OSE requirements

Section 3 of RFQ

Additional submittal information listed on page 6 of the attachment to the SE-610

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Standard Requirements

Items listed on SE-610 (page 1)

- Standard Federal Form 330
- Primary contact
- Residency Certification
- Response to selection criteria, if not addressed in other sections

Submittal Requirements in RFQ

Firm's Staffing Proposal	Office Location(s)	Technical and Engineering Qualifications	Business, Finance, and Management Qualifications
Ability and Experience	Ability to Meet Schedule & Budget	Past Projects	References

Selection Process

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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

- Interviews *may* be held with highest-ranked respondents prior to selection
- Tentative date: Wednesday, May 28
- Interviewees will receive a 2-week notice

Answers to Questions Received

1. Can you clarify whether the RFP is open to financial firms that specialize in the financial components of the project submitting, or if only engineering firms are eligible to submit?

   Response: The RFQ is open only to architectural, engineering, and surveying firms. Other types of consultants that can provide desired services are encouraged to team up with an eligible firm as a subcontractor.

2. How do you plan to award the work for this project? Will it be awarded separately for the engineering and financial components, or is the expectation that one team will handle both aspects of the study?

   Response: RIA will engage one of the firms selected through this RFQ to lead a rapid assessment that will culminate in a report and recommendations. After selection, the consultant will work with RIA on other sources when forming rapid assessment teams, including subcontractors, existing TA providers, and volunteers. RIA may engage more than one firm to work as a team if needed to provide required expertise. RIA may engage the same or a different consultant to conduct additional analysis.

Answers to Questions Received

3. Will the firm that conducts any of the assessments for a utility awarded through this RFQ be disqualified from the engineering work should it lead to a project to address those recommendations?

   Response: A firm that provides services through this Viability Program cannot provide engineering services to the same utility for capital improvement projects that may be funded by RIA during the implementation stage of this Viability Program. Participation as a Viability Program consultant will not preclude future contractual services with the assisted utility once the utility completes the program.

Answers to Questions Received

4. Will the cover, back, tabbed dividers and cover letter count toward the page limit?

   Response: No.

5. Would the cover, cover letter, table of contents, blank pages to facilitate double-sided printing, exceptions to the contract (if any), or resumes included in an Appendix count toward the page limit?

   Response: No.

6. For non-resident firms preparing a submission, are there any certifications or forms we should complete in lieu of item 3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code §11-35-3215)?

   Response: Each submittal shall include the following information:
   1. Federal Standard Form 330.
   2. Certification stating whether the business is or is not a South Carolina resident.
   3. Information responsive to the selection criteria; and
   4. Any other information that the invitation required.

Questions?

*All questions posed during this call should also be **submitted in writing** to cbelton@sccommerce.com*

by today at 5:00 p.m.

RIA South Carolina **Rural Infrastructure Authority**

Final Reminders

- Submissions due Thursday, May 1st at 3:00 pm.

- Deliver 5 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 tomorrow at ria.sc.gov/about/procurement. Any amendments will also be posted there.

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