



**REQUEST FOR QUALIFICATIONS  
For  
ENGINEERING SERVICES  
City of Sumter, South Carolina  
RFQ #01-25/26 US 15 South Pump Station Replacement  
Project**

**Purpose**

The purpose of this Request for Qualifications (RFQ) is to solicit proposals from qualified engineering firms for professional engineering and related services for the replacement of the US 15 South Pump Station that is owned and operated by the City of Sumter, SC (City). The City will receive qualification submittals from interested firms until **2:00 p.m., August 12th, 2025**, at the location stated below. Submittals received after this deadline will not be considered. The complete submittal must include 1 original, 3 copies and 1 color pdf must be delivered to the City using this link: [www.sumtersc.gov/departments/purchasing/rfp-rfq](http://www.sumtersc.gov/departments/purchasing/rfp-rfq). Submittals must be in a sealed package, clearly marked on the outside addressed to:

The City of Sumter  
Procurement Department  
21 N. Main St  
Sumter, SC 29150  
RFQ #01-25/26 US 15 South Pump Station Replacement Project

**Background**

The US 15 South Pump Station is an existing Gorman Rupp station that is currently located at 1655 HWY 15 South Sumter, SC in front of Edisto Gas. The City of Sumter would like to demolish this existing pump station and relocate a new pump station, force main and gravity sewer line to connect to the new station.

The City of Sumter has been awarded a grant from the Economic Development Administration for this project. The selected engineering firm will be required to follow all grant requirements to include being in good standing on the [www.SAM.gov](http://www.SAM.gov) website.

## **Scope**

The project scope includes, but is not limited to, preliminary design, final engineering, permitting, bidding, and construction management for a new pump station, force main and gravity sewer line, and demolition of an existing pump station. The engineering firm will include all surveys, soil investigations, and any consultants needed to complete the project. Bidding, permitting, and construction management requirements related to Economic Development Administration funding and local requirements will apply.

The City currently anticipates that the engineering scope will generally include the following elements, subject to further discussion and recommendations from the Consultant:

1. New Pump Station
  - a. Design of a new submersible duplex wastewater pump station including, concrete wet well, valve vault, concrete pad, duplex pumps, electronics and controls, pump station fencing, SCADA, bypass pump connections, emergency generator and other appurtenances as required by the City of Sumter.
2. Line Work
  - a. Design for a new 10" force main and 12" gravity sewer line.
3. Demolition of Existing Pump Station
  - a. Design to demo existing fencing, equipment, electrical, and infill of existing wet well.

The City may also elect to include other related services in the scope of work. A decision on any additional related components will be made after selection, and the City will work with the selected firm on the additional scope item(s) at that time.

## **Submittal/Selection Criteria**

The proposals should include the following sections:

1. Project Team (Weighted 33%)
  - a. Organizational Chart
  - b. Proposed Subconsultants
  - c. Brief Biographies for Key Team Members
2. Experience (Weighted 33%)
  - a. Provide up to five (5) projects which are similar in type and scope to this proposed project
3. Approach (Weighted 34%)
  - a. Provide detailed schedule outlining scope of services to complete this specific proposed project within the grant period. Design and Construction of the pump station must be completed by March 9, 2028.

## Vendor Evaluation Form City of Sumter, South Carolina

Vendor Name:	Panel Member #:	
Project Description: RFQ #01-25/26: U.S. 15 South Pump Station Replacement Project		
Project Location: City of Sumter, SC		
Evaluation Criteria	Value	Score
<b>1. Project Team</b> a. Organizational Chart. b. Proposed Subconsultants. c. Brief Biographies for Key Team Members.	1 – 33	_____
<b>2. Experience</b> a. Provide up to five (5) projects which are similar in type and scope to this proposed project.	1 – 33	_____
<b>3. Responsiveness of submittal</b> a. Provide detailed schedule outlining scope of services to complete this specific proposed project within the grant period timeline. Design and construction of the pump station must be completed by March 9, 2028.	1 – 34	_____
<b>Total Score</b>	0 – 100	_____

The proposals shall be no more than 25 pages total, front and back (i.e., 50 pages). The last day for questions on the RFQ is July 25, 2025. Questions must be submitted via email to Cathryn Poplin at [cpoplin@sumtersc.gov](mailto:cpoplin@sumtersc.gov). Any addendum will be posted to the City of Sumter's procurement website. Receipt of all addenda must be acknowledged in the response to this RFQ.

This is a qualifications-based selection. 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.

## **Proposal Evaluation/Interviews**

The City will evaluate the firms in order of the most qualified, based on demonstrated competence and qualifications to perform the services.

The City will conduct a fair and impartial evaluation of all proposals that are received in accordance with the provisions of this RFQ. The City will appoint a selection committee to perform the evaluation. The award will be made to the highest rated respondent based on the cumulative scores of the selection committee. The City reserves the right to obtain clarification of any point in a Consultants qualification package or to obtain additional information. All Consultants firms/teams who submit qualification packages will be notified of the selection committee's choice.

The City may choose to conduct interviews for "short-listed" Consultants as part of the selection process, with interviews generally consisting of presentations by the Consultants and time for questions from the selection committee.

The City of Sumter 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 City of Sumter. No submittal preparation expense will be paid by the City of Sumter in response to this solicitation.

Upon authorization, the selected qualified firms will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.

## **Proposed Procurement Timeline**

Release date for RFQ – July 8, 2025

Final Date to receive written questions/clarifications – July 25, 2025 at 2:00 PM

RFQ Closing Date – August 12, 2025 at 2:00 PM

Completion of selection committee review and recommendation – August 28, 2025

Grant Close-out – July 9, 2028

## **Protest Procedures**

Any respondent who is aggrieved in connection with the prequalification of contractor may protest to the appropriate procurement officer. The protest setting forth the grievance shall be submitted in writing within five (5) calendar days after such aggrieved persons know or should have known of the facts giving rise thereto, but in no circumstance after ten (10) calendar days of notification of the contractor prequalification.

The appropriate procurement officer shall have the authority, prior to the commencement of an administrative review as provided in this article, to settle and resolve a protest of an aggrieved proposer or subcontractor, actual or prospective, concerning the solicitation or award of the Agreement. This authority shall be applied in a manner consistent with regulations or laws governing the procurement of supplies, services, and construction for the City.

If the protest is not resolved by mutual agreement, the appropriate procurement officer shall issue a decision in writing within ten (10) calendar days. The decision shall state the reasons for the action taken.

A copy of the decision rendered under Part 3 of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.

A decision under Part 3 of this section shall be final conclusive, unless fraudulent, or unless any person adversely affected by the decision requests a review in writing, setting forth the grievance to the City Manager with ten (10) calendar days of the decision. The protestant may also request an interview with the City Manager.

The request for a review shall not stay the agreement unless fraudulent.

## **Proprietary/Confidential Information**

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the City of Sumter and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider containing 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.

## **Conflict of Interest**

Respondents shall promptly notify the City of Sumter 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 City of Sumter as to whether the association, interest, or circumstance would, in the opinion of the City of Sumter, 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 City of Sumter or any other conflict as may be set forth herein.

## **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 City of Sumter 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.