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Jeff Bailey
Superintendent of Wastewater Operations

November 5, 2014

REQUEST FOR QUALIFICATIONS [RFQ] STATEMENT FOR SEWER SYSTEM CONSTRUCTION PROJECTS
FOR
City of Inman, SC

Introduction

This RFQ is being issued by the City of Inman as a South Carolina municipality seeking a letter of interest and corresponding qualifications from contractors/construction firms licensed to perform public sewer facilities construction of the type as described herein and which the City of Inman may put out for bids. The terms “contractor”, “construction firm”, and “firm” are used interchangeably throughout this RFQ to define the companies submitting qualification statements.

The submitted RFQ information shall be considered valid for a period of two years following the specified opening date. This two year time period shall stand unless the City of Inman is otherwise notified in writing of any modifications to the December 1, 2014 submittal which updates the original package and which may, in the City of Inman determination, change the firm’s qualifications for inclusion. Any qualification, statement package in which a shorter acceptance period is noted by the contractor, may be rejected from consideration.

If a responding contractor discovers any ambiguity, conflict, discrepancy, omission or other error in this RFQ, the City of Inman shall be immediately notified of such error followed with a request for clarification or modification sent to the City of Inman in writing. The City of Inman is responsible for subsequent clarifications and/or corrections in addition to alerting all potential responders of the issue’s resolution.

The City of Inman reserves the right to reject any and all qualification statement packages; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the packages submitted; and to award placement of construction firms on a list of future bidders as determined to best serve the interest of the City of Inman as a provider of public sewer service in the Northern sector of Spartanburg County**. Three categories of sewer construction** will be available for each firm to identify in their Letter of Interest as a category [or categories] for which they want to be considered.

A RFQ package received by the City of Inman is considered a public document under provisions of South Carolina Freedom of Information Act [FOIA] unless it contains information that may be clearly considered excluded from disclosure according to State statute. All information that is to be considered confidential and/or proprietary information, in whole or in part, must be stamped as **CONFIDENTIAL,** in bold font of at least 12 point type in the upper right corner of the page.

Components of the Package

A complete qualifications package should include the following:

(1) **Letter of Interest** – The Letter of Interest should identify under which construction category of projects your firm wants to be considered. The three (3) construction categories are:

a. Sewer [wastewater] pump stations
b. Gravity sewer lines up to a ten (10) inch diameter as normally included in construction of sewer collection line systems [i.e. in subdivisions]
c. Gravity sewer lines of a ten (10) inch diameter and above as normally included in construction of trunk line projects [i.e. following the lower elevations in a drainage basin as opposed to locations in streets]

The Letter of Interest should also include any summation of the experience of key personnel and their familiarity to the area, available equipment, licensing and bonding information [as to current status/potential], length of operation as a construction firm, location of office, methods of reporting, proof of workman compensation and recordkeeping job progress, philosophy for supervising job crews during construction, types of work for which sub-contractors may be needed [i.e. rock blasting; directional bores, service wyes].

The Letter of Interest may also include any supplemental company resume information which is deemed to assist in portraying the firm's competence for being selected for installing future public sewer facilities for the City of Inman subject to a designated competitive bidding process for each project. This information may be submitted as Attachments to the Letter of Interest, if that format is desired.

(2) **Pertinent Projects List [PPL] –** This list should identify at least three (3) sewer projects which your firm has successfully constructed within the past five (5) years for a public sewer provider or for a developer who was required to meet the public sewer authority's specs. This listing should be provided for each construction category for which you wish to be considered.

This list should also describe the location, scope of the project [i.e. linear feet of sewer line, gallons per minute rating/horsepower of pumps], the date of construction and the name of the sewer provider responsible for the sewer facilities at this time. Please provide references for these projects.

This PPL should be labeled with the construction firm's name at the top of each sheet submitted as should any attachments to the Letter of Interest.

RFQ Statement for City of Inman {continued}

Submittal Specifics

Submit four (4) copies of the Qualifications Statement to:

City of Inman
20 South Main Street
Inman, SC 29349

Attention to Jeff Bailey

Submit these four (4) copies in an envelope indicating "Qualifications Statement for Sewer System Construction Projects" on the outside of the envelope on or before noon on Monday, December 1, 2014 at City of Inman City Hall (attention to Jeff Bailey). Qualifications Statement submittals delivered after the time and date set for receipt of these packages will NOT be accepted for consideration. It is the contractor's responsibility to ensure timely delivery of their submittal. Facsimile and other electronic forms of the requested information package will NOT be accepted for consideration.

Contact Jeff Bailey, if necessary, at inmancty@windstream.net, or at 864.809.3056.

Award

An award shall be made to the firms selected as best suited to provide the services herein described in this solicitation after City of Inman review and careful evaluation of the submitted qualification statement packages. This award shall mean that the selected firms will be on a pre-qualified list of construction firms acceptable to the City of Inman to participate in future competitive bids for specified sewer projects over the two (2) year period ending Dec 1, 2016.