



**REQUEST FOR QUALIFICATIONS**

The City of North Augusta (City), is seeking Request For Qualifications (RFQ) from Engineering Firms (Respondent) to provide On-Call Engineering Services for its water and wastewater systems.

Respondents must be technically qualified and have a valid State of South Carolina license to provide engineering services for local, state and federally funded projects/services. Procedures for selection of engineering services will be in accordance with the RFQ documents and local procurement requirements, as well as the requirements of procurement standards for state and federal awards.

**Interested respondents must submit 3 copies of their response. RFQ’s will be received until 1:30 p.m. on July 20, 2026 at which time they will be opened and read publicly aloud. RFQ responses must be placed in sealed envelopes, clearly labeled and submitted in person or mailed to:**

City of North Augusta  
 On-Call Engineering Services  
 Attention: James Sutton  
 Director of Public Services  
 61 Claypit Road  
 North Augusta, SC. 29841

Issuance of this RFQ does not commit the City to award a contract or to pay any costs incurred in preparation of the RFQ package.

Cost is not a factor therefore, do not reference cost in the RFQ response. Any RFQ with any discussion of cost will be disqualified.

**Disadvantaged Business Opportunity**

The City of North Augusta is an Equal Opportunity Employer. In accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 USC 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this RFQ and will not be discriminated against on the grounds of race, color, or national origin.

**RFQ SCHEDULE**

Date	Event
Wednesday, June 17, 2026	RFQ Advertised
Friday July 10, 2026	Deadline for Questions End 5:00 p.m.
Monday, July 20, 2026	RFQ’s Opening 1:30 p.m.
Tuesday August 4, 2026	Respondent Selected/ Intent to Award

## **GENERAL INFORMATION**

### Questions/Request for Clarification

Any questions in regards to the RFQ submittal requirements or related documents may be submitted 10 business days prior to the submittal deadline. Clarifications and/or additional information will be provided to all interested parties by addenda to this RFQ. All questions regarding this RFQ must be submitted in writing via email to [jsutton@northaugustasc.gov](mailto:jsutton@northaugustasc.gov) no later than 5:00 p.m. on July 10, 2026.

### Addenda

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the City will become part of the official RFQ and will be posted on the City website. Receipt of all addenda must be acknowledged in the response to this RFQ and included in the respondent's submittal.

### Acceptance and Rejection of Submissions

The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The City also reserves the right to accept or reject any or all submissions received in response to this RFQ.

### Conflict of Interest

Respondents shall promptly notify the City of 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 as to whether the association, interest, or circumstance would, in the opinion of the City 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 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 will not be considered. If the City 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.

### Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the City. All questions and/or requests for clarification must be directed to [jsutton@northaugustasc.gov](mailto:jsutton@northaugustasc.gov).

## **SCOPE OF SERVICES**

It is not a requirement that Respondents be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested. The Respondent will be required to provide the City with print and or electronic file copies of all work products without limitation, which shall include reports, analysis, correspondence, plans, proposals, submittals, specifications, exhibits, drawings and other documents produced in connection with the City.

**Services required include all or part of the following:**

- Water distribution and wastewater collection system design
- Water and wastewater collection pumping facility design
- Water and wastewater system analysis
- Water and wastewater master planning
- Preparing permits and compliance with local, state, and federal requirements
- Hydraulic modeling
- Project scheduling, bidding and construction management
- Engineer's estimates
- Land survey
- Wastewater lift station upgrades
- Water pump station upgrades
- Plan review and recommendations
- Preparing technical drawings and specifications

**QUALIFICATIONS AND SUBMITAL REQUIREMENTS**

The Respondent should have extensive experience in water distribution and wastewater collection systems as listed in the Scope of Services. Please provide the following in your proposal:

- A. Letter of interest and introduction including the name, phone number, and email address of the person(s) authorized to represent the company regarding all matters related to the RFQ.
- B. A description of the candidate firm, including brief history, number of employees, and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, and the names and resumes of the professional staff who will be assigned to the City service requirements.
- C. A statement detailing how the firm and its staff are qualified to complete tasks related to the Scope of Services.
- D. List of past and current project services in relation to similarities of the Scope of Services.
- E. Information regarding the candidate firm's current and projected workload and its ability to be available for City staff.
- F. Provide three (3) references for work similar to this scope of services within the past five (5) years. Include names and location of project/services, brief description and firm's key personnel's involvement, name of project manager, and telephone number, and date.
- G. Provide details regarding any contacts for services awarded to the that have been canceled, delayed or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please provide a description of any legal proceedings involving the Respondent related to any clients that were unresolved or active from January 1, 2020, to present.

## **METHOD OF PROCUREMENT**

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most qualified Respondent outlined in the Selection Criteria section of the RFQ. Cost is not a factor in the ranking of Respondents to provide services herein. Do not include reference to Respondent cost in the RFQ.

### Selection Criteria

The selection process shall be based on the qualification information exhibited in the written submittal, the interview process (if needed), and reference checks completed by the City's Selection Committee. The Selection Committee will use the total point scores, based on the evaluation criteria below, to rank the Respondents. The Committee will determine the most highly qualified Respondent based upon the highest-ranking score.

### Qualifications of Firm/Personnel (35%)

Technical expertise and competence, including education, years of experience and experience of individuals who will be assigned to this Scope of Services.

### Related Experience on Similar Projects (30%)

Extent of relevant experience with Scope of Services of a similar nature.

### Past Performance (20%)

Performance recommendations with regard to work quality, schedule, communication and coordination of projects/services.

### Current, and Projected Workload (15%)

Workload of the Respondent and key personnel, related to how it might impact the respondent's ability to meet the service requirements.

### Notice of Intent to Award

The selection committee's recommendation for award will be presented to the City Administrator for consideration. If approved, a notice of "Intent to Award" will be posted on the City's website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

### Protest of Award

To appeal a decision, a letter of protest, stating the reasons why the protest is being made within seven (7) calendar days of the announcement of the Intent to Award a contract to the successful Respondent must be electronically delivered to: [jsutton@northaugustasc.gov](mailto:jsutton@northaugustasc.gov), or by mail to City of North Augusta, Director of Public Services 61 Claypit Road North Augusta, SC 29841. The Director of Public Services will conduct whatever investigation deemed necessary and make a written recommendation of findings to the City Administrator. The City Administrator will make a final determination related to the protest and advise the protester in writing of their decision.

### Contract Negotiations

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with City to finalize rates and other direct costs that will be required to complete the agreement between the City

and the selected respondent. If an agreement cannot be reached with the top ranked Respondent, the City will select the next highest ranked responsive and qualified respondent and the negotiation phase will be repeated. This process will continue until an agreement is reached with a respondent that can provide the required scope of services at a reasonable rate.

## **GENERAL TERMS AND CONDITIONS**

### City Business License

The successful Respondent must obtain a business license from the City of North Augusta prior to performing any services.

### Insurance Coverage

The successful Respondent will be required to provide the City with Certificates of Insurance meeting the City's insurance requirements at the time of award as specified below. Failure to provide the required insurance will result in cancellation of the selection and the City will have the right to enter into an agreement with the next highest-ranking Respondent.

1. General Liability insurance written on an occurrence basis, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence.
2. Professional Liability insurance with limits of not less than \$1,000,000 per claim.
3. Automobile with a limit of not less than \$1,000,000 per occurrence for bodily injury and property damage liability.
4. Workers Compensation & Employers Liability Insurance in accordance with the laws of South Carolina.
5. The City shall be named as an additional insured under the Respondent's automobile and general liability insurance coverage.

### Contract Term

If awarded, the contract resulting from this RFQ shall be effective on the date signed by both parties and will be in effect for a three (3) year base period with one (1) year extensions thereafter.

### Termination for Convenience

The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be affected by the delivery to the successful Respondent of a written notice of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the successful Respondent shall stop work on the date of receipt of the notice of termination or other date specified in the notice; and settle all outstanding liabilities and claims.

## **FEDERAL PROVISION REQUIREMENTS**

### Federal and State Requirements

This solicitation is for services that will be funded by the City of North Augusta and/or State Grant, State Loans Federal Grants and other sources of funding that may become available, therefore all Respondents must comply with all state and federal provisions, and be eligible to receive state and federal funds.

### System for Award Management

Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Debarment and Suspension (Executive Orders 12549 and 12689)

The contractor certifies that it is not listed on the government-wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 and 2 CF 1200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

### Equal Employment Opportunity

During the performance of this contract, the successful Respondent agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
2. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- i. The contractor will send to each labor union or representative of workers with which he has a collective bargaining contract or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- ii. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- iii. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- iv. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

### Lobbying

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31.
5. U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Contract Work Hours and Safety Standards Act

The Contractor must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### Clean Air Act and Federal Water Pollution Control Act

Contractor agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 *et seq.* Grantee and its Contractors agree to report each violation to assure notification to Treasury and the appropriate Environmental Protection Agency Regional Office. Contractor agree to comply with all applicable standards, orders, and regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* Grantee and its contractors agree to report each violation to assure notification to Treasury and the appropriate Environmental Protection Agency Regional Office.

#### Procurement of Recovered Materials

The Contractor shall make maximum use of products containing recovered materials that are EPA-designated items, unless the product cannot (1) be acquired competitively within a timeframe providing for compliance with the project performance schedule, (2) meet project performance requirements, or (3) be acquired at a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available on [EPA's website](#). The Grantee and its Contractors also agree to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

#### Build America, Buy America Act

The Build America, Buy America (BABA) Act requires the following Buy America preference:

1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless

another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.

3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.
  - Build America, Buy America Act, Pub. L. 117-58, §§ 70901-52]
  - Ensuring the Future Is Made in All of America by All of America’s Workers, Executive Order 14005

Additional information may be found at [www.epa.gov/cwsrf/build-america-buy-america-baba](http://www.epa.gov/cwsrf/build-america-buy-america-baba).

Unless a BABA waiver has been approved, Project Sponsors must require the prime contractor to follow the BABA provisions and certify compliance using the *Bidder’s*

*Build America, Buy America Certification* (DES 4360), which must be submitted as part of the bid package. If a BABA waiver has been approved, the Project Sponsor must submit a list of significant manufactured products or construction materials likely subject to the waiver within the scope of the project and comply with American Iron and Steel provisions.

#### American Iron and Steel

The American Iron and Steel (AIS) applies to projects with equivalency requirements only when a BABA waiver has been approved.

The AIS provision requires Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) assistance recipients to use iron and steel products that are produced in the United States. This requirement applies to projects for the construction, alteration, maintenance, or repair of a public water system or treatment works. Project Sponsors are required to follow “American Iron and Steel” provisions and certify that all iron and steel products used in the project are produced in the United States, unless an AIS waiver is granted by the U. S. Environmental Protection Agency.

“Iron and steel” products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete and construction materials. Additional information may be found in Guidance posted to the EPA Website, [epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement](http://epa.gov/cwsrf/state-revolving-fund-american-iron-and-steel-ais-requirement).

Project Sponsors must require the prime contractor to follow the American Iron and Steel provisions and certify compliance using the *Bidder’s American Iron and Steel Certification* (DES 2556), which must be submitted as part of the bid package.

To certify a Sponsor’s compliance with American Iron and Steel during construction, the *Project Sponsor’s American Iron and Steel Compliance Form* (DES 0962), must accompany all draw requests.

- Consolidated Appropriations Act of 2014, Pub. L. 113-76
- Clean Water Act, Section 608, as amended by the Water Resources Reform and Development Act
- Safe Drinking Water Act, Section 1452, as amended by Bipartisan Infrastructure Law of 2021

### Employment Discrimination

During the performance of the contract, the successful Respondent agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin; however, some conditions may be a bona fide occupational qualification reasonably necessary for the normal operations of the successful vendor. The successful vendor agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

### Drug Free Workplace

Firm certifies that, if awarded a contract, the Firm will comply with all applicable provisions of the Drug-Free Workplace Act, Title 44, and Chapter 107 of the South Carolina Code of laws, as amended.

### List of requirements that may apply to projects include but not limited to:

- Civil Rights and Non-Discrimination
- Uniform Relocation and Real Property Acquisition Policies
- Disadvantaged Business Enterprise Compliance
- Debarment and Suspension
- Procurement Prohibitions
- Prohibitions on certain telecommunication and video surveillance services or equipment
- Federal Funding Accountability and Transparency Act (FFATA) Reporting
- Build America Buy America Act (BABA)
- American Iron and Steel
- Davis-Bacon and Related Acts