

# TOWN OF PENDLETON, SOUTH CAROLINA



**September 15, 2025  
REQUEST FOR QUALIFICATIONS**

Water & Wastewater System Planning  
**ENGINEERING SERVICES**  
**RIA Grant #P-25-5040**

**DUE DATE:**  
**October 17, 2025, 2:00 PM**

**RECEIPT LOCATION:**  
Pendleton Town Hall  
310 Greenville Street  
Pendleton, SC 29670

**OFFICIAL CONTACT:**  
Steve Miller, Town Administrator  
[stevem@townofpendleton.org](mailto:stevem@townofpendleton.org)  
864-646-9409

The Town of Pendleton 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 Town.

This project is being funded in whole or in part by a state grant from the South Carolina Rural Infrastructure Authority (RIA). All RIA grant requirements will apply to the contract. More information about program requirements can be found in the RIA State Grant Project Management Procedures found at [ria.sc.gov/resources/forms-documents](http://ria.sc.gov/resources/forms-documents).

## 1. INTRODUCTION

The Town of Pendleton is issuing this Request for Qualifications (RFQ) to identify a licensed engineer to provide a full range of engineering services to support the implementation of the Water & Wastewater System Planning. These services will be provided under contract with the Town of Pendleton, with funding provided in whole or in part by the South Carolina Rural Infrastructure Authority (RIA) under RIA State Grant #P-25-5040.

### 1.1. Method of Procurement

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. 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. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the Town of Pendleton to award the contract to a single Firm.

### 1.2. Project Description

The Town of Pendleton's water and wastewater systems need a comprehensive system assessment to address long-term viability, operational challenges, and data limitations that impact effective planning and service delivery. The comprehensive system assessment must include a gap analysis of the key technical, financial, and managerial/operational issues impacting the system's ongoing operations/staffing and identify both short-term actions and long-term potential solutions. The assessment must also include an evaluation of regional solutions.

The project will incorporate GIS mapping, as the Town's current GIS data is limited and lacks the detail needed to support operational decisions and long-term planning effectively.

[The complete application can be accessed here.](#)

### 1.3. Information to be Supplied by the Town of Pendleton

The Town of Pendleton will provide the following information and resources to the selected firm for use during the project:

- Maps (limited resources)
- Existing asset inventory
- Other system or project information (e.g., DES compliance letters, repair logs, etc)
- Financial records and user rates
- Access to staff for additional information
- Staff contacts

#### 1.4. Engineering Scope of Work

To support this project, the Town of Pendleton is requesting engineering services to include the following scope of work:

Comprehensive System Assessment – the planning grant will fund a general system assessment and gap analysis of the key technical, financial, and managerial/operational issues impacting the system’s ongoing operations/staffing and identify both short-term actions and longer-term potential solutions. The assessment must also include an assessment of regional solutions. Technical assessment may consist of analysis of inflow and infiltration, water loss, hydraulics, age of assets, repair history, performance, and regulatory compliance. Including development of recommended next steps towards viability, a detailed plan of action, and a timeline.

GIS Mapping – digitally mapping major assets in the utility system. This will have many benefits that include operational efficiency, long-term planning, and risk assessment and management.

Valve Exercising Program - This will help the Town identify valves that don’t function properly prior to emergencies. It will also allow for the systematic operation of valves to ensure long-term operability.

#### 1.5. Project Schedule

The estimated project schedule is as follows:

RFQ Drafted	August 15, 2025
RFQ Advertised	September 15, 2025
Firm Selected	December 2, 2025
Contract Executed	December 31, 2025
Data Collection Complete	March 31, 2026
Draft Complete	August 31, 2026
Final Report Complete	September 30, 2026
Grant Close-out	October 31, 2026

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

## 2. REQUEST FOR QUALIFICATIONS (RFQ) PROCESS AND POLICIES

### 2.1. Submittal of Statements of Qualifications

The Town of Pendleton is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in South Carolina Business Opportunities in accordance with the RIA procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Steve Miller  
 Town Administrator  
 Town of Pendleton  
 864-646-9409  
[stevem@townofpendleton.org](mailto:stevem@townofpendleton.org)

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing an original and five copies plus one (1) digital copy of its statement of qualifications to Town of Pendleton, Atten: Steve Miller, Town Administrator, at the address above no later than **2 PM on October 17, 2025**. Statements of qualifications may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped. **Any qualifications package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.**

**2.2. Proposed Procurement Timeline**

Advertisement of RFQ	September 15, 2025
Final Date to Receive Written Questions/Clarifications	September 24, 2025 5 pm
RFQ Closing Date	October 17, 2025 2 pm
Completion of Selection Committee Review and Recommendation	November 17, 2025 - estimated
Execution of Contract	December 31, 2025 - estimated

**2.3. Labeling of Submissions**

All submissions must be submitted in a sealed envelope or package plainly marked *“Town of Pendleton – Water & Wastewater System Planning ATTN: Steve Miller, Town Administrator, with the name and address of the respondent in the upper left-hand corner.* No responsibility will attach to the Town of Pendleton or any official or employee thereof, for the pre-opening, post-opening, or failure to open a submission not properly addressed and identified.

**2.4. Proprietary/Confidential Information**

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the Town of Pendleton 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.

## **2.5. Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFQ should be provided in writing to Steve Miller, Town Administrator, no later than 5 pm on September 24, 2025. All questions submitted and their answers will be posted on the Town of Pendleton's website as an addendum to this RFQ. No telephone inquiries will be accepted.

## **2.6. Addenda**

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the Town of Pendleton will become part of the official RFQ and will be posted on the Town of Pendleton website [www.townofpendleton.org/government/public-notice](http://www.townofpendleton.org/government/public-notice). Receipt of all addenda must be acknowledged in the response to this RFQ.

## **2.7. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Pendleton other than the official contact identified in this RFQ. If such contact is made, the Town of Pendleton reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Pendleton to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.5.

## **2.8. Acceptance and Rejection of Submissions**

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The Town of Pendleton 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 Town of Pendleton also reserves the right to accept or reject any or all submissions received in response to this RFQ. The Town of Pendleton is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The Town of Pendleton reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

## **2.9. Cancellation/Rejection**

The Town of Pendleton may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the Town. The Town of Pendleton may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Town.

## **2.10. Conflict of Interest**

Respondents shall promptly notify the Town of Pendleton 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 Town of Pendleton as to whether the association, interest, or circumstance would, in the opinion of the Town, constitute a conflict of interest. By responding to this RFQ, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Pendleton or any other conflict as may be set forth herein.

### **2.11. 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 Town of Pendleton believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, who 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.

## **3. STATEMENT OF QUALIFICATIONS CONTENTS**

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than the equivalent of 20 single-sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms such as resumes). The submission must include the following, in the order listed:

### **3.1. Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFQ and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFQ.

### **3.2. Firm Qualifications**

Provide relevant information about the firm, include the following:

- Organization/company overview as it relates to the requirements of the RFQ
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFQ

- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

### **3.3. Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the Town of Pendleton during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

### **3.4. Relevant Experience**

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with RIA requirements or grant-funded projects. Also include any relevant work performed in a nearby jurisdiction or in the Town of Pendleton jurisdiction.

### **3.5. Project Approach**

A statement of understanding of the work to be done and a detailed methodology and work plan to include a proposed list of required tasks and milestones to address the scope of work included in this RFQ. Include any additional recommendations, options or alternatives that should be taken into consideration by the Town of Pendleton.

### **3.6. Firm Workload**

Describe the recent, current, and projected workload of the respondent and any sub-consultants, related to how it might impact the respondent's ability to meet the project's timeline requirements as outlined in this RFQ.

### **3.7. References**

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

## **4. EVALUATION AND AWARD PROCESS**

### **4.1. Selection Committee**

The Town of Pendleton will conduct a formal selection process to determine the best-qualified

respondent based on the criteria detailed in Section 5. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The Town of Pendleton reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

#### **4.2. Notice of Intent to Award**

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

#### **4.3. Protested Solicitations and Awards**

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures outlined in the Town of Pendleton's Procurement Policy. The appeals process may be viewed on the Town's website under "Town Ordinances" and "Purchasing."

[PURCHASING](#)

The protest must be submitted in writing to the following address:

Town of Pendleton  
310 Greenville Street  
Pendleton, SC 29670

#### **4.4. Contract Negotiations/ Award of Contract**

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 Town of Pendleton to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the Town of Pendleton and the selected respondent. If an agreement cannot be reached with the highest ranked firm, the Town of Pendleton will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the Town of Pendleton.

**Per RIA guidelines, any contract negotiated as a result of this procurement process will require review from RIA prior to award/execution.** Once a draft contract is negotiated, the Town of Pendleton will submit it to RIA for review. Once the review is complete, the Town of Pendleton and the selected respondent will enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

## **5. SELECTION CRITERIA**

The selection criteria and their relative importance in making the selection are:

### **5.1. Qualifications of Firm/Personnel 25%**

Technical expertise and competence, including education, professional licensure or certification, and years of experience of individuals who will be assigned to this project.

### **5.2. Related Experience on Similar Projects and Past Performance 25%**

Extent of relevant experience with infrastructure projects of a similar nature, including experience with RIA state-funded construction or planning grants. On past projects, the respondent's ability to deliver a quality work product on budget and on schedule as well as consistently communicate and coordinate project details and milestones with the client in a professional manner.

### **5.3. Project Approach 25%**

The soundness, suitability, comprehensiveness and creativity of the respondent's stated approach to the project and the desired outcome of the project.

### **5.4. Recent, Current, and Projected Workload 15%**

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

### **5.5. Proximity and Local Knowledge 10%**

Proximity to the project location and knowledge of the area and the infrastructure to be improved, as demonstrated through relevant experience.