

Request for Proposal
For
Engineering Assistance
For
Catawba Nation Community Well Development To
Accommodate Future Expansion and Water Use

Issued By:

Catawba Nation Environmental Services
Water and Wastewater Program
996 Avenue of the Nations
Rock Hill, SC 29720

Contact Person:

Scott Hansen, Environmental Services Director

Scott.hansen@catawba.com

839-214-8204

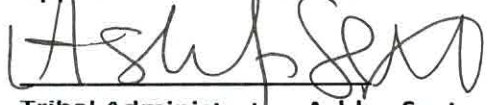
Issue Date: December 9, 2024

Due Date: December 27, 2024

Award Contract: January 5, 2025

Work commences: January 5, 2025

Approved for Distribution:



Tribal Administrator, Ashley Sexton

Background

A. Catawba Nation Utilities

Currently the Catawba Nation receives its drinking water from the City of Rock Hill. The source of water is from the Catawba River. The Catawba Nation uses approximately 900,000 gallons per month. The community is located at the end of the distribution system from the City of Rock Hill which presents some unique challenges in regards to age and temperature of the water and more importantly the management of disinfectant byproducts or THH.

In 2021 the Catawba Nation drilled three wells for potential community water source. The wells yielded 98, 35 and 6 gallons per minute, respectively. The low yielding well was closed.

Project Goals and Scope of Services

Project Goals

1. The engineer will provide Professional Engineering Report that reflects the Tribal Nation's goals to evaluate the feasibility of permitting a new water source. The second step requires the preparation of an engineers report to be submitted to SCDES that would include all necessary plans and specifications and calculations for the production well pumping equipment, concrete pads, well head piping , and any treatment, storage and/or distribution facilities associated with the source.
2. The project is delivered on time, on budget, and meets the criteria established by an Interagency memorandum (<https://www.epa.gov/tribal/infrastructure-task-force-preliminary-engineering-report>) to support funding application from a broad range of sources.

Scope of Services

A. Develop an Engineering Report

1. The scope of work for engineering services will focus on permitting a new water source. The second step requires the preparation of an engineers report to be submitted to SCDES that would include all necessary plans and specifications and calculations for the

production well pumping equipment, concrete pads, well head piping , and any treatment, storage and/or distribution facilities associated with the source.

2. Review engineering study and applicable financial mechanisms for the Catawba Nation.

B. Project Management

1. This project will be managed by the Environmental Services Division staff in collaboration with other departments. Initial meetings will occur with the Catawba Nation Environmental staff and leadership, and Indian Health Service Engineer. After onsite data-gathering, remote conference calls between Tribal Nation, the engineering team and/or financial team are anticipated for report development. The Catawba Nation in concurrence with other departments will review and approve from the selected Engineer firm.

C. Project Communication

1. The selected Engineering firm will prepare a PowerPoint presentation and talking points for the Environmental Services Department and potentially the Tribal Nation Executive Committee and other departments/community. Present the Engineering Report for their adoption and next steps.

D. Project Delivery Components

1. Engineers will share the experience of the Engineering team by providing three water planning or engineering projects that highlight the expertise of the team members in working with rural utilities or Tribal Nation utilities. The three projects should be highlighted in no more than one page each (three pages total). Describe the project, the types of interactions the Engineer provided to make the project a success from the community, the total cost of the project (from conception through construction if applicable), the organization's website link if available, key contact at that organization including the specific Project Managers name, phone number, and email address. A note shall be made whether the project met or exceeded project expectations. A second note shall be made addressing whether the project was completed on time, safely, and within the allocated budget.

E. Project Budget

The cost for the Engineering Report will be agreed upon by all parties prior to the commencement of specified work.

Anticipated Selection Schedule

1. Catawba Nation Environmental Services staff in collaboration with others will make final selection, this may include interviews with Engineering Firms prior to the final selection.
2. Selection date goal is January 5, 2025.

Time and Place of Submission of Proposals

This Request for Proposal will be released for Public review on December 9, 2024. **The Engineer Proposal should be received by 5:00 PM EST December 27, 2024.**

Timeline

Engineering Firm must complete this project by June 1, 2025 unless the date is altered requiring mutual agreement .

Elements of Proposal

The proposal should have the following elements:

1. **Cover letter** on company letterhead with a signature from a high-level company official able to bind the organization to provide the resources and execute the work as stated in the proposal.
2. **Scope of Services Description** not to exceed four pages of 8X10 paper (no smaller than 10 point font)
3. **Cost Excel spreadsheet** delineating staff person name, title, and hourly rate (one page)
4. **References** to include at least three successful projects with delineated information as listed above not to exceed three pages
5. **Resume** of key staff listed in the proposal as an appendix (ten-page limit)

Evaluation Criteria

1. Project approach as delineated in the scope of services (65 %)
2. Successful Past Projects for rural communities or Tribal Nations that had similar requirements and deliverables as delineated by References and tied to staff that have successfully performed this type of work in the past (15 %)
3. Ability to develop and meet schedule (20 %)

The review team will use an analysis system as delineated above for the proposal review and from that data will select those that may be invited for an interview. Tribal preference will be given to firms or teams consisting of Tribal Nation citizens.

Questions

Please submit any questions you may have concerning this proposal to Scott Hansen (scott.hansen@catawba.com) by 5 PM EST on December 23, 2024. Questions and respective responses will be shared to all RFP holders.