



REQUEST FOR QUALIFICATIONS (RFQ)
On-Call Water and Wastewater Engineering Services
Hilton Head Public Service District (PSD)

1. INTRODUCTION

Hilton Head Public Service District (PSD) requests Statements of Qualifications (SOQs) from professional engineering firms to provide on-call water and wastewater engineering services. Work will be assigned via individual task orders; no minimum quantity of work is guaranteed.

PSD may select one or multiple firms based on qualifications, availability, performance, and fee competitiveness.

All questions must be submitted in writing to the contact listed below. The deadline for questions is **April 24, 2026**.

Statements are due to the contact listed below by **3 PM, on May 6, 2026**. Statements received after the stated time and date will be considered nonresponsive and rejected.

2. SCOPE OF SERVICES

Services may include:

- Review of proposed development projects on behalf of PSD, for recommendations related to system sizing and connections, compliance with PSD specifications, S.C. DES regulatory compliance related to the proposed development, and any project-related requirements of the developer by the PSD.
- Water distribution and wastewater collection system investigations, planning, and design.
- Rehabilitation, replacement, and upgrades to water and wastewater facilities.
- Master planning and hydraulic modeling of water and wastewater systems.
- Owner's representative services.
- Program and project management.
- Peer review of engineering designs.
- Procurement document preparation (RFQs, RFPs, IFBs).
- Preparation of plans, specifications, cost opinions, and bid documents.
- Bid-phase assistance and evaluation.
- Subcontracted services as needed to include but not limited to: surveying, structural, mechanical, electrical, instrumentation, and process control design.
- Environmental and soils investigations.
- All necessary permitting.
- Easement documents preparation.

- Grant and loan funding applications, and administration according to the funding agency's requirements
- Construction administration, inspection, record drawing review, contributed capital asset booking valuation, and close-out.

3. TASK ORDER PROCESS

PSD will issue written task orders. Consultants shall submit a scope, approach, staffing, schedule, deliverables, and fee (organized by task, subtask, and deliverable). Compensation may be lump sum or time-and-materials with a not-to-exceed amount. Any work related to changes in task orders, scope and/or fee will be addressed in writing and approved by the PSD in advance of work.

4. PERFORMANCE AND STANDARDS

Consultant shall comply with all laws and PSD standards; perform internal QA/QC; and ensure deliverables are complete, constructible, and suitable for permitting/bidding.

5. SOQ SUBMISSION REQUIREMENTS

Submissions are limited to thirty (30) single-sided letter size pages. All pages count with exception of front and back covers, TOC, and divider tabs.

Firms shall provide:

- Cover letter
- Firm qualifications and general applicable experience
- General approach to on-call services agreements with water and sewer utilities
- Team organization and key personnel
- Subcontractor list
- Five (5) similar water and sewer infrastructure project examples within the last five (5) years (client, scope, role, outcomes)
- Other required documents:

Non-Collusion Oath
 SC Illegal Immigration Act attestation
 EEO attestation
 Firm's professional license
 Firm's Business license
 Firm's insurance certificate
 Firm's hourly rate schedule

6. SELECTION CRITERIA

The PSD shall have the sole discretion in evaluating both the submission and the qualifications of the offerors. The PSD reserves the right to reject any and all Statements and is not bound to accept any submissions, if the acceptance is contrary to the best interest of the PSD. The PSD reserves the right to waive or modify any information, irregularity, or inconsistency in submissions received or request modification to submissions from any or all offerors during the review. The PSD may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. All proposals shall be evaluated using the same criteria and scoring process.

6. SPECIAL INSTRUCTIONS & TERMS

Questions must be submitted to PSD by the stated deadline. SOQs must be submitted electronically by the required date/time. The initial contract term will be for two (2) years with up to two (2) optional renewals of one (1) year each. Consultants must maintain required permits, licenses, and insurance. Consultants may submit any changes to the firm's hourly rate schedule at the time of the contract renewal.

Minimum insurance requirements include:

- General Liability: \$1,000,000
- Auto Liability: \$1,000,000
- Workers' Compensation: SC statutory + \$1,000,000 EL
- Professional Liability: \$1,000,000

7. GENERAL CONDITIONS

PSD may request additional information, reject submissions, request interviews, and contact references. All submissions become PSD property.

8. CONTACT INFORMATION

Hilton Head Public Service District

Bill Davis, Operations Manager

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843-681-0535