

Request for Proposal
For
Engineering Assistance
For

**Catawba Nation Wastewater Treatment Center or Expansion
of Force Main to Accommodate Future Expansion**

Issued By:

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

Contact Person:

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Due Date: June 7, 2024

Approved for Distribution:

Jennifer McAdams
Tribal Resources Executive Director

Background

A. Catawba Nation Utilities

The Catawba Indian Nation, a Federally-recognized Tribe, has two separate Reservation communities in York County, South Carolina. One is referred to as Green Earth and the other is referred to as Old Reservation. Old Reservation homes utilize individual septic systems and are not included in the scope of work of this Request for Proposals (RFP).

The Green Earth community utilizes a community sewer collection system consisting of approximately 10,800' of existing sewer main with two sewage lift stations. One sewage lift station, referred to as the Nassaw lift station, collects wastewater from approximately 59 existing homes and pumps to the second lift station, referred to as the Sturgis lift station. The Sturgis lift station collects wastewater from approximately 65 existing homes and three non-residential units and pumps to the city of Rock Hill's pumps sewer collection system for final treatment via approximately 11,300' of 4-inch force main. The Tribe also has approximately 55 residential lots available on the south side of the Green Earth community, with sewer collection mains to the Sturgis lift station (not yet utilized). The Tribe also has other future development plans for Green Earth at various stages.

Due to the plans for future expansion of Housing and other Tribal Government facilities, the Catawba Nation is evaluating the feasibility of expansion of the force main to a larger diameter main or the construction of a Wastewater Treatment Plant (WWTP) on Tribal Trust land to collect, treat and discharge wastewater for the Green Earth Community. Currently, the Green Earth Community is conveying approximately 15,000 gallons per day to the City of Rock Hill.

Project Goals and Scope of Services

Project Goals

1. The Tribe is soliciting proposals for the completion of a Preliminary Engineering Report (PER) to analyze the Green Earth community sewer system and proposed future development plans to arrive at the most favorable alternative for the Tribe to meet its long-term goals. The Tribal Nation's goals are to evaluate the feasibility of expanding the existing force main or constructing a wastewater treatment and associated collection system to convey wastewater to a new facility operated by the Catawba Nation. Additionally, determine optimal siting for a wastewater treatment facility.
2. The PER's engineering analysis shall include multiple types of WWTP to determine the most suitable type based on available data including climate, geography, environmental considerations, population, wastewater characteristics, flow, final discharge, and

operation and maintenance (O&M) costs and burden required. Capital cost and O&M shall be analyzed for all alternatives including upsizing the existing force main.

3. The project is delivered on time, on budget, and meets the PER requirements criteria established by the U.S. Government Interagency memorandum: (<https://www.epa.gov/tribal/infrastructure-task-force-preliminary-engineering-report>) for the PER to be used to support funding applications for a broad range of sources. Refer to the above link for additional details/requirements of the PER.

Scope of Services

A. Develop an Engineering Report

1. The scope of work for engineering services will focus on two main areas: expanding the current 4-inch force main to a larger size and sizing pumps/designing other improvements to operate efficiently with their associated O&M costs including electrical consumption to move wastewater to the desired location (City of Rock Hill); and
2. The second option for consideration is the feasibility of constructing and operating a wastewater treatment plant, associated collection system, pumps, lift station(s), and asset management of wastewater infrastructure. Planning will consider current and future Green Earth residents, commercial enterprises, and Tribal Government buildings and evaluate multiple WWTP types to arrive at the most feasible recommended alternative. Review engineering study and applicable financial mechanisms with the Tribal Nation. Provide a comparison of WWTP versus continued utilization of the City of Rock Hill treatment system.

B. Project Management

1. This project will be managed by the Environmental Services Division staff in collaboration with United Southern and Easter Tribes (USET) staff and Indian Health Service (IHS) staff. Additionally, the United States Department of Agriculture (USDA) and Environmental Protection Agency (EPA) may provide input, participate in planning meetings, and/or provide review comments prior to completion of the PER.

C. Project Communication

1. Initial meetings will occur with the Catawba Nation Environmental staff and leadership, the USET Program Manager, and Indian Health Service Engineer. After onsite data-gathering, remote conference calls between Tribal Nation, USET, and the engineering team and/or financial team are anticipated for report development. The Catawba Nation in concurrence with USET Program Manager will review and approve progress payments from the selected engineering firm for quality/completeness and suitability for payment. The selected Engineering firm will prepare and present a PowerPoint

presentation with talking points for the Tribal Nation Executive Committee and USET Program Manager to present the Preliminary Engineering Report for their adoption and next steps.

D. Project Delivery Components

The proposal shall include the experience/qualifications of the Engineering team by providing three water planning or engineering projects completed by the firm that highlights the expertise of the team members in working with rural utilities or Tribal Nation utilities. 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 in writing by all parties prior to the commencement of specified work. The selected engineering firm's proposal, this RFP, and other agreed upon contract language will become part of the contract prior to work commences.

Anticipated Selection Schedule

1. Catawba Nation Environmental Services staff in collaboration with others will make the final selection. This may include interviews with Engineering Firms prior to the final selection.
2. The selection date goal is June 21, 2024.

Time and Place of Submission of Proposals

This Request for Proposal will be released for public review on May 1, 2024. **The Engineer Proposal should be received by 5:00 PM EST May 21, 2024.**

Timeline

The Engineering Firm must complete this project by December 1, 2024 .

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**
3. **Proposal Costs** itemized by task: delineating staff person name, title, and cost
4. **Schedule** including various milestones.
5. **References** to include at least three successful projects with delineated information as listed above.
6. **Resume** of key staff listed in the proposal as an appendix

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 %)
4. Selection will utilize the process in 7 CFR 1780.39(b), which is based on the requirements of the Qualifications-Based Selection Process (QBS). This process involves public announcement (typically this involves a Request for Qualifications or RFQ) of all requirements for engineering services and negotiation of contracts based on demonstrated competence and qualifications for the type of professional services required at a fair and reasonable price.

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.

By federal law, preference may be afforded to businesses that are more than fifty-one percent (51 %) owned, managed and operated by Native Americans who can perform services and/or deliver goods or materials at the level of quality and quantity, and within such time frame as required. Bidding preference shall be afforded to businesses that are more than fifty-one percent (51 %) owned, managed and operated by Native Americans, when the goods and services to be acquired can be specified in sufficient detail to make price the deciding factor in selection of the successful bidder. In such cases, all prospective bidders are required to make the CIN aware of their Native American ownership during the bidding process of the preference policy, and bid preference shall be administered as follows:

Contracts shall be awarded under preference to a qualified business when its bid is responsive to all other conditions and does not exceed the lowest bid by the following percentages when the lowest bid is:

- i. Between \$0 and \$10,000: 5%
- ii. Between \$10,001 and \$50,000: 10%
- iii. Between \$50,000 and \$100,000: 5%
- iv. \$100,000 or more: 2%

Questions

Please submit any questions you may have concerning this proposal to Scott Hansen (scott.hansen@catawba.com) by 5 PM EST on May 24, 2024. Questions and respective responses will be shared with all RFP holders.