

SE-210 INVITATION FOR PROFESSIONAL SERVICES

AGENCY: SC Rural Infrastructure Authority

PROJECT NAME: RIA Public Drinking Water and Wastewater Utility Board Training Manual and Presentation

PROJECT NUMBER: P45-N002-PG PROJECT LOCATION: Statewide

DESCRIPTION OF PROJECT/PROFESSIONAL SERVICES: *(450 character limit)*

A Board Training manual and presentation to provide Board members and elected public officials of public drinking water and wastewater utilities with the managerial, financial and technical knowledge and skills needed to successfully administer a utility. Pre-Submittal Conference will be held via Teams on November 7, 2024 at 2:00 p.m. For more information, please go to ria.sc.gov/news/board-training-rfq

RESUME DEADLINE DATE: 11/21/2024 TIME: 03:00 PM NO. OF COPIES: Printed: 6 Electronic: 1

ANTICIPATED PROJECT DELIVERY METHOD: Design-Bid-Build CM-R N/A

AGENCY PROJECT COORDINATOR: Clarissa Belton, NIGP-CPP, CPPB, CPM

EMAIL: cbelton@sccommerce.com TELEPHONE: (803) 737-0416

The Agency requests qualifications from firms interested in providing professional services for the project listed above. Any questions concerning this solicitation must be addressed to the Agency Project Coordinator listed above.

RESUME DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Clarissa Belton, SC Department of Commerce

1201 Main Street, Suite 1600

Columbia, SC 29201

MAIL SERVICE:

Attn: Clarissa Belton, SC Department of Commerce

1201 Main Street, Suite 1600

Columbia, SC 29201

DESCRIPTION OF PROFESSIONAL SERVICES/QUALIFICATIONS ANTICIPATED FOR PROJECT:

Firm and any required subcontractors to develop utility board training manual and presentation.

ANTICIPATED CONSTRUCTION COST RANGE: \$0 _____ to \$0 _____ N/A:

INTERESTED FIRMS SHOULD SUBMIT THE FOLLOWING:

1. A Current **STANDARD FEDERAL FORM 330**;
2. The Name and Contact Information, including Email, of a Primary Contact;
3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code § 11-35-3215); and
4. Response to Selection Criteria set forth in SC Code § 11-35-3220.

- **PUBLIC NOTICES:** All notices (Meetings, Selection for Interviews, Notice of Intent to Award) shall be posted at the following location: ria.sc.gov/news/board-training-rfq

- **LICENSURE:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended at the time of resume submission.
- To submit confidential information, see Appendix I, OSE Manual, <https://procurement.sc.gov/manual>.
- In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft-no hard notebooks. The Standard Federal Form 330 is not included in this page count.
- All written communication with parties submitting information will be via email.

- Agency will accept submittals via email above (PDF file no larger than 10MB): Yes No
- Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with SC Code § 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201, email: protest-ose@mmo.sc.gov.

APPROVED BY: 
(OSE PROJECT MANAGER)

DATE: 10/21/2024