

# REQUEST FOR QUALIFICATIONS (RFQ)

## Water System Master Plan Study

Gaffney Board of Public Works

## Introduction

**Gaffney Board of Public Works (BPW)** is seeking qualifications from **experienced engineering firms** to conduct a comprehensive **Water System Master Plan Study**.

The purpose of this study is to assess the current water system, forecast future demand, evaluate potential alternatives for water supply (both raw and potable), and provide actionable recommendations to guide infrastructure planning over the next 30–50 years.

## Project Overview

The selected firm will work closely with BPW staff to:

- Analyze existing water system infrastructure
- Develop long-term water demand projections
- Evaluate potential water supply sources and treatment alternatives, to include purchasing water from another entity
- Recommend system improvements and strategic plans for sustainable growth
- Provide a financial roadmap of how to accomplish the recommended strategies

The study will include stakeholder workshops, technical memoranda, and a consolidated Master Plan Report.

## Scope of Services

The study will generally consist of the following tasks:

### Project Goal Definition

- Kickoff meeting with BPW staff and stakeholders to define study objectives, geographical limits, and milestones
- Establish a project schedule and communication plan
- Set up a secure project SharePoint site for data sharing and document review

**Deliverables:** Project Goals Technical Memorandum, Meeting Agendas, Meeting Minutes

### Flow Projections

- Collect historical water usage data (past 5 years)

- Develop 30- and 50-year water demand projections based on population, employment trends, and potential industrial/commercial flows
- Conduct a workshop to review draft projections with BPW staff

**Deliverables:** Flow Projections Technical Memorandum, Workshop Agendas, Meeting Minutes

### **Data Collection and Review**

- Review existing design reports, drawings, GIS data, flow monitoring data, and planning documents
- Identify data gaps and request additional information if necessary
- Evaluate preliminary regionalization feasibility with potential partner utilities

**Deliverables:** Data Gap Analysis, Request for Information (RFI), Meeting Agendas, Meeting Minutes

### **High-Level Screening of Water Supply Alternatives**

- Identify and review potential water sources, interconnection options, and treatment alternatives
- Develop preliminary cost estimates for alternatives
- Conduct a workshop with BPW staff to prioritize feasible options

**Deliverables:** Water Supply Alternatives Analysis Technical Memorandum, Meeting Agendas, Meeting Minutes

### **Evaluation of Feasible Water Supply Alternatives**

- Perform detailed feasibility analysis of top 3–4 alternatives using criteria including: capacity, water quality, cost, lifecycle costs, and regulatory considerations
- Map alternatives and summarize evaluation results
- Conduct workshops to review findings and gather BPW input

**Deliverables:** Evaluation Technical Memorandum, Maps, Workshop Agendas, Meeting Minutes

### **Final Recommendations and Consolidated Report**

- Compile results into a Master Plan Report draft
- Review draft with BPW staff and finalize report incorporating comments
- Provide a final Master Plan Report with recommendations for system improvements, the timing of those improvements, include cost estimates and potential funding sources

**Deliverables:** Draft and Final Master Plan Report, Meeting Agendas, Meeting Minutes

## Minimum Qualifications

Firms must demonstrate:

- Licensed Professional Engineer (PE) in South Carolina
- Experience with municipal water system master planning
- Experience with utility infrastructure assessments, including PFAS treatment considerations
- Experience managing projects of similar size and scope
- Strong record of stakeholder engagement and workshop facilitation

## Proposal Requirements

Firms should submit the following:

1. **Firm Profile:** Background, size, office locations, and available resources
2. **Project Team:** Identify key personnel, including project manager, engineers, and support staff
3. **Relevant Experience:** Summary of similar water system studies and projects
4. **Project Approach:** Methodology, timeline, and communication plan
5. **References:** Minimum of three references from similar municipal projects
6. **Fee Information:** All-inclusive fees for the proposal, including any hourly rates for additional services.

Submissions should be limited to **20 pages** (excluding resumes and attachments) and submitted electronically as a single PDF file.

## Evaluation Criteria

Proposals will be evaluated using a **qualifications-based approach**.

### Criteria

- Relevant Firm Experience
- Project Approach / Methodology
- Key Personnel Qualifications
- References / Past Performance
- Understanding of Local System Needs
- Cost Proposal

BPW reserves the right to shortlist firms for interviews or discussions before final selection.

## Selection Process

1. RFQ issued and submissions received
2. Evaluation of qualifications by BPW staff using scoring matrix
3. Shortlist of top firms
4. Optional interviews/presentations with shortlisted firms
5. Final recommendation presented to BPW Board for approval

## Schedule

Milestone	Target Date
RFQ Issued	04/13/2026
Questions Due	04/27/2026
Proposal Submission Deadline	05/04/2026
Evaluation / Shortlist	05/12/2026
Interviews (if applicable)	05/20/2026
Board Approval	06/02/2026

## Submission Instructions

- Submit **one (1) electronic PDF copy** to:  
**Cody Brown, Purchasing Agent**  
**Email:** [cbrown@gbpw.com](mailto:cbrown@gbpw.com)  
**Phone:** 864-335-9715
- Submission deadline: 05/04/2026
- Late submissions will not be considered

## Terms and Conditions

- BPW reserves the right to reject any or all proposals, waive irregularities, and select the firm deemed most qualified and in the best interest of the Utility.
- All proposals become property of BPW.
- Questions regarding the RFQ must be submitted in writing to the contact above.
- BPW may negotiate final terms and fees with the selected firm.