



Town of Lyman

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Greg Wood

REQUEST FOR QUALIFICATIONS for Mill Village Sewer Rehabilitation

RFQ Release Date July 14, 2026
Proposal Submittal Deadline July 28, 2026
2:00 p.m.

Questions regarding submissions or proposals can be emailed to:

Scott Miller, Public Works Director
Email: smiller@lymansc.gov

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REQUEST FOR QUALIFICATIONS

for Mill Village Sewer Rehabilitation

NOTICE IS HEREBY GIVEN that the Town of Lyman (“Town”) is issuing this Request for Qualifications (“RFQ”) for repairing sanitary sewer infrastructure.

Respondents are solely responsible for ensuring the submission is received by the Town on or before the submittal deadline. Proposals must be received no later than 2:00 p.m. EST, on July 28, 2026, at the following address:

Town of Lyman
Attn: Scott Miller
81 Groce Road
Lyman, SC 29365

The full Request for Qualifications can be examined at the following locations:

- *Town of Lyman, 81 Groce Road, Lyman, SC 29365
- *Town of Lyman website - <https://www.lyman.sc.gov>
- *South Carolina Business Opportunities (SCBO) website - scbo.sc.gov

An original copy of the Request for Qualifications must be signed by a representative authorized to bind the firm. The original signed submittal and two (2) duplicates are to be submitted in a sealed package with the name of the respondent and the RFQ title “Mill Village Sewer Rehabilitation” clearly marked on the outside of the package. An electronic copy (pdf) on a flash drive must accompany the submittal in the same sealed envelope.

Failure to comply with the requirements set forth in this RFQ may result in disqualification. Submitted qualifications may be withdrawn at any time prior to the submission deadline, provided written notification is received before the deadline. Submittals cannot be changed or withdrawn after the deadline. No handwritten notations or corrections will be allowed. The Respondent is solely responsible for all costs related to preparation of its submittal.

The Town reserves the right to reject any or all submittals and to waive any minor informalities or irregularities. Acceptance of any submittal pursuant to this RFQ shall not constitute any implied intent to enter into a contract.

Selection, if any, will be based on the qualifications most beneficial to the Town. Fee negotiations will follow selection of the most qualified firm in accordance with applicable South Carolina procurement law.

Introduction

The Town of Lyman is soliciting Statements of Qualifications from qualified engineering firms to provide professional engineering services for the Mill Village Sewer Rehabilitation project. This RFQ is intended to provide a common and uniform set of instructions to guide respondents through the development of their submittals.

There is no expressed or implied obligation for the Town to reimburse any respondent for any expenses incurred in preparing submittals in response to this RFQ. Materials submitted by respondents are subject to public inspection, unless the respondent identifies proprietary or confidential information as provided in the submittal.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from respondents. At the discretion of the Town, respondents may be requested to make oral presentations as part of the evaluation process.

It is anticipated that selection of a firm will be completed by August 10, 2026. Following notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the Town of Lyman Council at its next public meeting. The Town reserves the right to reject any or all submittals, to waive any non-material irregularities, and to accept or reject any items or combination of items.

Project Overview

The Mill Village Sewer Rehabilitation project is the result of an evaluation conducted to address the aging sanitary sewer infrastructure within the Mill Village area of the Town of Lyman. The sewer system in this area is subject to inflow and infiltration (I&I), deteriorating pipe conditions, and aging manholes that require systematic assessment and rehabilitation. The Town seeks a qualified engineering firm to lead all phases of the work from condition assessment through construction management.

Scope of Services

The selected firm will be expected to provide professional engineering services for the Mill Village Sewer Rehabilitation project. The anticipated scope of work includes, but is not limited to, the following:

Condition Assessment and Inspection

- CCTV inspection of existing sanitary sewer mains and laterals to assess pipe condition.
- Smoke testing and flow monitoring as appropriate to identify sources of inflow and infiltration.
- Manhole inspection and condition rating in accordance with NASSCO or equivalent standards.

- Preparation of a condition assessment report summarizing findings, prioritizing deficiencies, and recommending rehabilitation strategies.

Pipe Rehabilitation Design

- Engineering design for cured-in-place pipe (CIPP) lining, pipe bursting, or other trenchless rehabilitation methods as appropriate based on assessment findings.
- Development of plans, specifications, and bidding documents for pipe rehabilitation work.
- Coordination with SCDES and other regulatory agencies for required permits and approvals.

Manhole Rehabilitation Design

- Engineering design for manhole rehabilitation, including structural lining, frame and cover replacement, and inflow source elimination.
- Preparation of plans and specifications for manhole rehabilitation work.

Open-Cut Replacement (as needed)

- Design of open-cut sewer main and/or service lateral replacement for pipe segments where trenchless methods are not feasible.
- Coordination of utility locates, right-of-way permitting, and agency coordination as required.
- Preparation of plans, specifications, and bidding documents for replacement work.

Contract Documents and Construction Management

- Preparation of complete contract documents, including drawings, technical specifications, and bidding documents.
- Assistance with bidding, including responding to bidder questions and issuing addenda.
- Construction administration and management services, including site observation, submittal review, pay application review, and project closeout.

The final scope of services will be negotiated with the selected firm. The Town is requesting engineering services for the proposed scope of work.

Evaluation Criteria

Selection of the most qualified firm will be based on evaluation of each Statement of Qualifications using the following criteria:

- Qualifications and demonstrated experience of the firm and key personnel in sewer system assessment and rehabilitation projects of similar scope and complexity.
- Experience with CIPP lining, trenchless rehabilitation, open-cut replacement, and manhole rehabilitation on municipal sewer systems.
- Knowledge of SCDES permitting requirements and the South Carolina regulatory environment for sanitary sewer projects.
- Proposed project team structure, including the qualifications of the designated Project Manager.

- Demonstrated ability to complete similar projects on schedule and within budget.
- References and past performance on comparable municipal engineering projects.
- Current workload and availability to commit resources to this project.

The Town reserves the right to choose the best respondent overall according to the Town's best interest. The Town's decisions will be final.

Submittal Requirements

Sealed Submittals: An original copy must be signed by a representative authorized to bind the firm. The original signed Statement of Qualifications and two (2) duplicates are to be submitted in a sealed package with the name of the respondent and RFQ title "Mill Village Sewer Rehabilitation" clearly marked on the outside of the package. An electronic copy (pdf) on a flash drive must accompany the submittal in the sealed envelope.

Respondents are solely responsible for ensuring RFQs are received by the Town on or before the submittal deadline. RFQs must be received no later than 2:00 p.m. EST, on July 28, 2026, at the following address:

Town of Lyman Attn: Scott Miller
81 Groce Road
Lyman, SC 29365

Inquiries: All inquiries and questions regarding this RFQ shall be in writing directed to: Scott Miller, Public Works Director, smiller@lymansc.gov. The deadline for submission of questions is July 22, 2026 at 2:00 p.m. EST. No questions will be answered until after the deadline. Do not call or email any other employee or elected official. If any person or entity violates this prohibition, the Town reserves the right to immediately remove that person or entity from consideration. Questions and answers will be distributed to all interested parties through a formal written addendum. All addenda will be posted at www.lymansc.gov.

Letter of Interest: Please include a letter expressing the respondent's interest in being considered for the project. Include a statement regarding the respondent's availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of the respondent and all key project staff to provide specified services.

Firm Qualifications and Relevant Experience: Please provide a minimum of three (3) specific examples of the respondent's relevant projects in the past five years for stormwater and sewer design and replacement for which the respondent has performed similar services. Include the name, contact person, address, phone number and/or e-mail of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

Project Approach: Provide a narrative describing the firm's proposed approach to the project, including methodology for condition assessment, rehabilitation technology selection, and project delivery.

Work Schedule: Provide a realistic proposed schedule designed to meet the Town's objectives with key deliverables, milestones, and tasks, including dates for completion of the final reports.

Project Manager: Please include information about the specific relevant experience for the proposed Project Manager. A Project Manager must be designated and must be the principal contact for the Town.

Staff and Availability: Provide resumes of key personnel who will be assigned to the delivery of the project and their availability.

Conflict of Interest Statement: The respondent shall disclose any financial, business, or other relationship with the Town that may have an impact upon the outcome of this contract.

Licenses and Certifications: Provide evidence that the firm and its proposed Project Manager hold current professional engineering licensure in the State of South Carolina.

Award Procedures

Evaluation and Award

Statements of Qualifications will be evaluated based on the completeness of the submission and the criteria described above. The Town reserves the right to reject any and all submittals and to select the firm deemed most advantageous to the Town.

Following identification of the most qualified firm, the Town will enter into fee negotiations to establish a fair and reasonable contract price. If an agreement cannot be reached with the top-ranked firm, the Town reserves the right to negotiate with the next most qualified respondent.

General Terms & Conditions

Submittals shall be received at the place and time specified. It is the responsibility of the respondent to ensure the submittal is delivered prior to the closing time. No submittal received after the designated time shall be considered.

If any respondent has questions about the specifications or other solicitation documents, the prospective respondent should contact the Public Works Director in writing no later than July 22, 2026, by 2:00 PM EST.

Respondents are advised that oral explanations or instructions given by Town personnel during the RFQ process, or at any time prior to the award, shall be non-binding.

Any submittal in response to this solicitation shall be valid for 60 days. At the end of the 60-day period,

the submittal may be withdrawn at the written request of the respondent.

By submitting their Statements of Qualifications, respondents certify that their submittals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other respondent, supplier, manufacturer, or subcontractor in connection with their submittal.

By submitting their Statements of Qualifications, respondents certify that they do not, and will not during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

By submitting their Statements of Qualifications, respondents certify that they are not currently debarred by the State of South Carolina from submitting proposals on contracts for the type of services covered by this solicitation.

The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the respondent to fulfill the requirements of the contract.

Ownership of Submittal

All materials submitted in response to this RFQ ultimately become public record and shall be subject to inspection after contract award, unless the respondent designates certain information as proprietary. The Town reserves the right to retain all submittals and to use any idea(s) in a submittal regardless of whether that submittal is selected.

Release of Claims and Preparation Expenses

Under no circumstances shall the Town be responsible for any preparation expenses or submission costs incurred as a result of a respondent's participation in this RFQ process. The respondent submits its Statement of Qualifications at its own risk and expense.

Conflict of Interest

Respondent covenants that the firm, its officers, employees and/or agents presently have no interest, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services requested herein. Respondent further covenants that, in the performance of any contract resulting from this RFQ, no subcontractor or person having such an interest shall be employed.

Collusion

Each respondent certifies that the firm, its officers, employees and/or agents are not a party to any collusive action, fraud, or any action that may be in violation of the Sherman Anti-Trust Act. Any or all submittals shall be rejected if there is any reason to believe collusion exists among the respondents.

Equal Employment Opportunity

The selected firm shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, or physical handicap. The firm shall take affirmative action to ensure that all employees and applicants for employment are treated with equality in all aspects of employment processes.

Terms of Agreement and Termination

If a respondent is selected for an Agreement, it would become effective upon execution by all Parties and would continue in full force and effect until terminated upon thirty (30) days prior notice by either Party, upon default of either Party as set forth in the mutually signed agreement, or upon mutual agreement of the Parties. The Town agrees to pay the selected firm for all services provided and expenses incurred by the date of termination.

Codes & Standards

The respondent, its officers, agents, employees, and any subcontractors, in the performance of this Agreement, shall comply with all applicable statutes and laws of the United States and the State of South Carolina, the Charter and ordinances of the Town of Lyman, and the applicable rules and regulations of the agencies of each.