

## **City of Walhalla**

### **Request for Qualifications (RFQ)**

#### **Engineering Services for USDA Emergency Watershed Protection (EWP) Project**

**RFQ No.:** 2025-04

**Issue Date:** September 17, 2025

**Submission Deadline:** October 7, 2025 at 2:00 PM EST

**Contact:** Celia Boyd Myers, City Administrator, [cmyers@cityofwalhalla.com](mailto:cmyers@cityofwalhalla.com), 864-723-4141

**Link to RFQ:** <https://www.cityofwalhalla.com/city-procurements/>

This RFQ is issued in accordance with:

- 2 CFR §§ 200.317–200.327 (Uniform Administrative Requirements)
- Appendix II to 2 CFR Part 200 (Contract Provisions)
- 7 CFR Part 654 (NRCS O&M Requirements)
- EWPP National Sponsor's Guide (2021)

### **1. Introduction**

The City of Walhalla, South Carolina, is soliciting Statements of Qualifications (SOQs) from qualified engineering firms with a South Carolina- licensed Professional Engineer to provide engineering services for the design and construction management of recovery measures under the USDA Natural Resources Conservation Service (NRCS) Emergency Watershed Protection (EWP) Program, DSR 45-03-24-5060-001

This project is federally funded and must comply with all applicable federal, state, and local regulations, including 2 CFR Part 200 and USDA NRCS programmatic requirements. The City of Walhalla is an equal opportunity employer and encourages participation by minority and women-owned businesses.

### **2. Project Overview**

This project includes debris collection, processing, removal, hauling, bank stabilization, and erosion control along Cane Creek and tributaries, and the Stumphouse Tunnel Pond area in Oconee County, SC. The total estimated construction cost is \$2,840,942 with completion estimated in Spring of 2026.

### **3. Scope of Services**

All work must comply with NRCS standards and specifications, including:

- NRCS Conservation Practice Standards (e.g., CPS 580, CPS 326)

- NRCS Field Office Technical Guide (FOTG)
- National Engineering Manual

The selected engineering firm will be responsible for:

### **Project Design Phase**

- Site investigations, assessments and engineering surveys
- Preparation of 50% and 100% design documents for NRCS review and concurrence
- Ensure that special requirements for compliance with environmental and/or cultural resource laws are incorporated into the project and subsequent contract.
- Acquire permits in accordance with local, State and Federal law as necessary for the installation of EWP program project measures.
- Preparation of Quality Assurance Plan (QAP) and Operation & Maintenance (O&M) Plan
  - Construction drawings and specifications
  - Operation and Maintenance (O&M) Plan
  - Quality Assurance Plan (QAP)
  - Design analysis
  - Engineer's cost estimate of the project installation costs
- Provide sealed final plans by a South Carolina-licensed Professional Engineer

### **Construction Phase**

- Assist with bid solicitation and contractor selection
- Provide construction oversight and quality assurance per QAP
- Ensure that technical and engineering standards specifications of NRCS are adhered to during construction of the project as interpreted by the NRCS Program / Technical Contract for this project. Provide the NRCS Program/ Technical Contact progress reports as necessary
- Coordinate with NRCS for site visits and verification required for reimbursement
- Conduct final inspections and provide PE certification of compliance
- Prepare and submit as-built drawings and PE certification by a South Carolina-licensed Professional Engineer

## **Administrative Support**

- Coordinate with Appalachian Council of Governments for administrative compliance
- Conduct and provide information for monthly progress reports
- Ensure compliance with environmental and cultural resource requirements
- Assist with permitting and regulatory coordination

## **4. Deliverables**

- Preliminary (50%) and Final (100%) Design Packages
- Final Sealed Plans and Specifications
- Operation and Maintenance Plan & Quality Assurance Plan
- As-Built Drawings
- Monthly Progress Reports
- Final Inspection Report and PE Certification

## **5. Qualifications Requirements**

Firms must demonstrate:

- Experience with NRCS EWP or similar federally funded watershed projects
- Familiarity with 2 CFR Part 200 procurement standards
- Licensed Professional Engineer in South Carolina
- Capacity to meet project milestones and reporting requirements
- Experience with environmental permitting and cultural resource compliance

## **6. Evaluation Criteria**

Criteria	Weight
Relevant Project Experience	30%
Qualifications of Key Personnel	25%

Criteria	Weight
Understanding of Scope and Approach	20%
Past Performance and References	15%
Capacity to Perform Work Timely	10%

## 7. Submission Instructions

Submit one (1) electronic PDF and three (3) hard copies of your SOQ to:

### City of Walhalla

Attn: Celia Myers

105 W South Broad Street

Walhalla, SC 29691

Email: [cmyers@cityofwalhalla.com](mailto:cmyers@cityofwalhalla.com)

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Late submissions will not be considered.

## 8. Federal Requirements

This procurement is subject to:

- 2 CFR §§ 200.317–200.327
- Appendix II to 2 CFR Part 200
- USDA NRCS General Terms and Conditions
- Equal Opportunity and Non-Discrimination Provisions

## 9. Conflicts of Interest

The selected firm must comply with federal standards of conduct governing conflicts of interest in the selection, award, and administration of contracts supported by federal awards. No employee, officer, agent, or board member of the City of Walhalla shall participate in the selection, award, or administration of this contract if a real or apparent conflict of interest is involved.

A conflict of interest arises when any of the following has a financial or other interest in or a tangible personal benefit from a firm considered for a contract:

- The employee, officer, agent, or board member
- Any member of their immediate family
- Their partner
- An organization that employs or is about to employ any of the parties listed above

Additionally, employees, officers, agents, and board members of the City of Walhalla may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.

All firms responding to this RFQ must disclose any potential conflicts of interest in their submission.

## **11. Protest Procedures**

Any actual or prospective respondent who is aggrieved in connection with the solicitation or award of a contract may file a protest with the City of Walhalla. All protests must be submitted in writing to the City Administrator within **five (5) business days** of the issuance of the notice of intent to award.

The written protest must include:

- The name and contact information of the protestor
- The RFQ number and title
- A detailed statement of the legal and factual grounds for the protest, including copies of relevant documents
- The specific relief requested

The City Administrator will review the protest and issue a written decision within **ten (10) business days** of receipt. The decision of the City Administrator shall be final.

No protest shall be considered if submitted after the deadline or if it fails to include the required information.

## **10. Additional Information**

The City reserves the right to reject any or all submissions, waive informalities, and negotiate with the most qualified firm. This RFQ does not commit to the City to award a contract or pay any costs incurred in the preparation of a response.