

**MINUTES  
TECHNICAL COMMITTEE MEETING  
FAIRFIELD JOINT WATER SEWER SYSTEM  
OCTOBER 4, 2023**

**Present:** Kyle Crager, Chairman; Jason Taylor, Laura Johnson, Commissioners.

**Absent:** Robert Arndt.

**Others Present:** C.D. Rhodes, Patti L. Davis.

The Fairfield Joint Water Sewer System's Technical Committee met on October 4, 2023, at 6:00 p.m. at Midlands Technical College Fairfield Campus. In accordance with the South Carolina Code of Laws, 1976, Section 30-4-80 (e), as amended, the following persons and/or organizations have been notified of the time, date and location of this meeting: The Independent Voice of Blythewood and Fairfield, The Country Chronicle and other individuals associated with distribution lists for the Town of Winnsboro, Fairfield County and the Town of Ridgeway.

**1. CALL TO ORDER**

Chairman Crager called the Technical Committee Meeting to order at 6:00 p.m.

**2. APPROVAL OF AGENDA**

Motion made by Commissioner Johnson, seconded by Commissioner Taylor, to approve the agenda. ***The motion carried 3-0.***

**3. RFQ FOR DESIGN OF WASTEWATER TREATMENT PLANT (RECOMMENDATION AS NEEDED)**

Chairman Crager inquired of Mr. Rhodes prior to the meeting about where the current contract with the County exists, what scope has been completed, what scope remains, etc. and to see if this has any impact on the draft RFQ that has been shared and reviewed by the Commission. Mr. Rhodes asked for Mr. Bingham to pull together this information. Mr. Bingham has done this, and Mr. Rhodes passed this document out to the Commission. There are two contracts with the Joint System and one with the County. The first contract, entered into on December 14, 2020, was to review the original PER and start to prepare preliminary plans. Ultimately, that scope was expanded to pull together a PER. The second scope, which was laid out in a second contract entered into on September 29, 2021, was to prepare the PER and do the preliminary design work for the wastewater treatment plant and some related infrastructure. The document provided by Mr. Bingham has laid out what has been done and what is still in the process, and he can also clarify any of this information for the Commission. There is also around \$100,000


left in that budget line. There is obviously ongoing work on the engineering site selection and this does overlap a little with the scope of work authorized by the County in connection with the SCIIP grant, which is limited to the two SCIIP grant projects. The next step is the final engineering for the final design, ultimately bidding it out and construction oversight. How this is procured is up for discussion and may influence how the RFQ comes together. Chairman Crager opined that through the three existing contracts, the deliverable for the 208 management plan is currently contracted, the final PER is currently contracted and the SCIIP is its own entity with two additional pump stations. Mr. Bingham stated the first contract was his firm looking at Thomas & Hutton's PER and trying to make adjustments and expand on that as much as possible for the plant at Cedar Creek. When the decision was made around April of 2021 to go to the Broad River, that is when the second contract came in. Instead of using what Thomas & Hutton had prepared, an entirely different plan was needed. At that time, there was no Winnsboro Connector. There was only the regional pump station to Commerce Park, a second pump station and then going to the Broad River with the route yet to be determined. Since that contract, the RFQ came out in that window after that contract but before the SCIIP grant projects. The previous RFQ anticipated the whole line with a regional pump station and the treatment plant. The 2MG pump station is now known as the regional pump station. The section of line from Commerce Park to the regional station is no longer in the scope. Instead, this will be from the regional station to the Broad River and include the plant. All the line to Winnsboro was not in the original scope. The only thing Mr. Bingham sees that would change in the RFQ would be that the original RFQ anticipated the construction of the 2MG pump station, and now, there will not be a new pump station built and instead just tying into the new pump station. There will still be all the line work necessary to get from there to the Broad River and the treatment plant. Other than a change to item 5, he does not see any other overlap in scope. Chairman Crager stated this may need to be captured and placed into the RFQ for potential interested parties. Mr. Rhodes referred to page 3 (2.2.1 number 5) of the handout. He has not reviewed the RFQ with this particular issue in mind, and this would be one item to tweak. Chairman Crager has taken a look at the document and feels the criteria is what all interested parties (consultants) would want, such as being local, being vested, being within reasonable distance from here to serve the project in both the design and engineer/construction phase. His only concern is if it goes out in its current form, because everything that was just explained is difficult to understand to date, there will probably only be one submittal. From an outsider looking in, this is a little hard to follow. In order to clear this up, Mr. Rhodes inquired if the document needs a narrative section at the beginning to lay out where we started, where we have been and where we are currently. Chairman Crager stated this would possibly help, but he does not

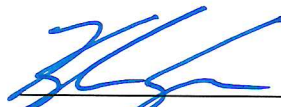
know it this will garner additional responses. He further inquired if the LOI process has been discussed and if the County has ever done this in the past. Once this goes out to the public, then the no contact period begins. Any interested parties who may have questions about where we are in the current process, they will not be able to ask those questions. Commissioner Johnson inquired if letters of interest should be done first, and Chairman Crager stated he is not sure if the County can do this with their procurement. However, Mr. Rhodes stated this is working under the Joint System's procurement policy, and he does not feel there is a reason this could not be done. If additional interest is what everyone is seeking, Commissioner Crager feels this should be done first in order to test the market to see if there are other interested parties. Commissioner Johnson inquired of page 2 (1.11) concerning submission of questions. Chairman Crager stated questions can be submitted, and those questions could be subject to all other interested parties. If someone has a better way to get from A to B, they would not submit that question in open format. He would rather do this under open conversations during the letter of interest period. It is a standard practice with other alternative delivery methods. This would be an idea since only two responses were received last time with the standard being at least three. Commissioner Johnson and Commissioner Taylor do not see a problem with the LOI approach, and Commissioner Taylor feels more responses should be encouraged. He believes in the past there was more interest, but as Chairman Crager mentioned, it was felt that it was a done deal, so the effort was not made. Commissioner Crager pointed out that we are discussing what has transpired over the last three years to get to this point, and it is a refresher for everyone in this room. To the outside engineering community, they are clueless. The geographic restrictions in the RFQ are limiting because there are only so many firms that meet the criteria; however, this is intentional. Commissioner Taylor feels there should be a number of firms with interest from Charlotte, Columbia, Rock Hill and Greenville. Chairman Crager stated there should be, but it is a very competitive engineering market right now. Mr. Rhodes stated ultimately something must be settled on, and the consensus of the full Commission was that it have final approval for whatever will go out. He suggested the Committee could mark up the document tonight, settle on a working group to go through the document or study it more. Either way, the product will go to the full Commission for approval. Chairman Crager stated his personal interest is not to belabor the scope as presented. With the minor tweak of striking or editing 2.215 to eliminate the need for the potential pump station, he is comfortable with the scope as outlined. He is mostly comfortable with the qualification requirements. As far as putting it out immediately and recommending to the Commission, he feels the exact same thing as last time would happen in connection with how many responses were received. Commissioner Taylor stated he tends to like the working group idea to revise

it along with looking at the process. Commissioner Johnson likes the idea of the LOI process first. Mr. Rhodes inquired concerning the LOI process and if an abbreviated version of the scope would be included and how this would be distributed. Chairman Crager believes outreach is warranted as it would not be fair to approach some and not others. The Municipal Association prequalified 12-15 firms in the Midlands for ARPA projects a couple of years ago, and this might be a fair distribution list. Targeted distribution would state this is what we are seeking and in search of feedback into the potential upcoming RFQ. Commissioner Johnson inquired of the length of time the LOI will be posted, and Commissioner Crager stated two to three weeks would be normal. He also feels individual firms do not need to contact individual Commission members, and instead, should run through the County as determined by the group. Interviews could be held with interested parties to get their feedback and field questions. This would be a more inviting process as opposed to just rehashing what was said last time. There will also be some inquiries concerning potential alternative delivery. Mr. Rhodes stated this is yet to be decided. Going forward, the working group, consisting of Chairman Crager, Commissioner Taylor and Commissioner Johnson, will decide on the correct verbiage and then bring that back to the Commission for approval. Commissioner Johnson reiterated that the LOI would be sent out for two to three weeks, to include a meeting with an interested party who may want to verbally ask questions or ask questions in writing. Chairman Crager stated he believes, per the State procurement code, it would allow in a letter of interest arrangement to respond individually. Mr. Rhodes stated as long as these are the rules that are laid out, he believes this would be fine. Chairman Crager will take the first crack at the document and then forward to the other members. Commissioner Johnson further stated the section instructing applicants where to mail their information needs to be updated. Mr. Rhodes stated the County did this last time because of their procurement functions already in place with a procurement officer, and he believes it should be handled this way again.

#### 4. **ADJOURN**

At 6:30 p.m., it was moved by Commissioner Taylor, seconded by Commissioner Johnson, to adjourn. ***The motion carried 3-0.***

  
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 PATTI L. DAVIS  
 SECRETARY

  
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 KYLE CRAGER  
 CHAIRMAN