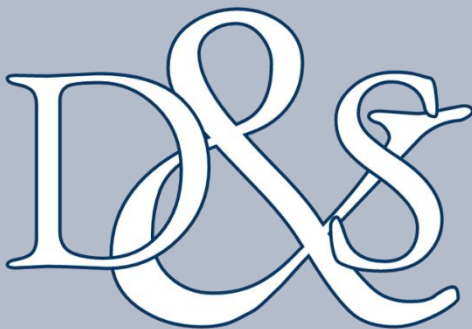


DUNN & SHIRLEY, LLC

Qualifications Statement

Request for Qualifications – Engineering Services for Various Projects
and On Call Services

Submitted to: Municipal Association of South Carolina



DESIGNYOURFUTURE

October 17, 2022

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Dunn & Shirley

— CONSULTING ENGINEERS —

October 17, 2022

Jake Broom (via email, jbroom@masc.sc)
Chief Operating Officer
Municipal Association of South Carolina
PO Box 12109
Columbia, S.C. 29211

Re: Qualifications Statement
Request for Qualifications – Engineering Services for Various Projects and On Call
Services

Dear Mr. Broom:

Dunn & Shirley, LLC is excited to offer this Qualifications Statement to the Municipal Association of South Carolina in response to the subject RFQ. This response was developed following the guidelines in the RFQ and is being transmitted **electronically only**.

We hope that the information provided herein will document our ability to be an engineering resource for your partnering local governments.

Sincerely,

Dunn & Shirley, LLC

S.C. COA #5978, exp. 03/31/2023



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Partner & Primary Point of Contact
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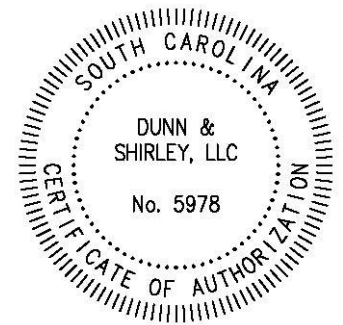
Abbeville Office
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(864) 379-4655

Project Team

ABOUT DUNN & SHIRLEY, LLC

Established in 2018 by Keith Dunn and Carlyle Shirley, Dunn & Shirley, LLC is a full-service consulting & civil engineering firm serving the Upstate of South Carolina. With more than 35 years of combined experience in public and private markets, we have a unique approach to serving our clients' needs.

As indicated to the right, Dunn & Shirley is duly authorized to provide engineering services in the State of South Carolina (COA#5978). Our principal staff's certifications include two (2) licensed SC Professional Engineers, one of which is dual licensed as a Professional Land Surveyor. Beyond the principal partners, we have additional staff for clerical work, human resources and the like. While our in-house capability is extraordinary, we also maintain a rich network of other professionals with similar mindsets that we occasionally use as sub consultants. It is common for us to subcontract items like surveying, geotechnical, structural, electrical, and other specialized fields to firms that we have long standing relationships with. Unlike some of our more corporate full-service counterpart firms, we have found that rather than keep all services under one roof, it is more efficient to utilize subconsultants who are much like us. This allows our staff flexibility and better, more direct client service.



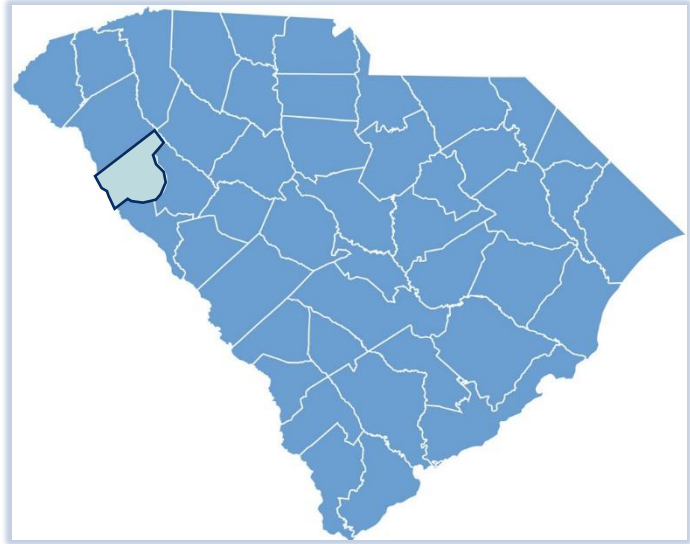
We believe that a good relationship with staff and having an understanding the project environment is where good things start. These factors lead to trust in the engineering process and ultimately to successful projects. We may have worked with some of the local governments that may take advantage of this engineering service procurement process and chances are that if we have not worked directly with them, we are familiar with or have relationships with many of their colleagues. Working with local governments is a specialty of our firm.

The value we bring to our clients is proven by our exceptional retention rate. We aim to be the first call a municipality makes when they have a water, sewer, or roadway need, even if it is just to brainstorm. This combined with our extensive knowledge of project grant funding is what allows us to develop successful projects.

LOCATION

Proudly located in Abbeville, SC. Generally speaking, “we work where we live” and as such there is an inherent desire to improve the community around us.

If selected, our preference is to be no more than 2 hours driving distance from our clients. This would limit us from providing services on a state-wide level, but we are of the opinion that being close geographically to our clients is of utmost importance for a satisfactory working relationship and development of successful projects.



KEY PERSONNEL

The Dunn & Shirley team is highly qualified and experienced in utility design and implementation. Both of our principals are licensed Professional Engineers in the state of South Carolina and our firm is the Engineer-of-Record for many local governments and special purpose districts throughout the Upstate of South Carolina. Our design professionals are familiar with all aspects of project implementation; planning and analysis, plan and profile development, mapping to technical specification development, permitting to construction administration. Following are brief descriptions of the personnel and subconsultants that would be involved with this project. Detailed resumes can be made available upon request. A typical team organizational chart is illustrated in **Figure 1.2**, provided hereinafter.

ENGINEERING AND PROJECT MANAGEMENT

B. "KEITH" DUNN, JR, PE, PLS (SC License No. 21934)

Keith is co-founder and partner of Dunn & Shirley, LLC and acts as a Senior Project Engineer for D&S projects. As a licensed Professional Engineer and Land Surveyor, Keith has devoted most of his career to the design and construction of water, wastewater, and roadway related projects. Since beginning his career in 1998 after graduating from Clemson University with a B.S. in Civil Engineering, Keith has been responsible for funding acquisition, supervision of field data collection, development and submittal of detailed design plans and contract documents, as well as contract administration and construction management. In addition to proficiency in AutoCad Civil3D, Keith is knowledgeable in Bentley WaterCad, ESRI database management, and GIS mapping platforms.

CARLYLE A. SHIRLEY, PE (SC License No. 34774)

Carlyle is co-founder and partner of Dunn & Shirley, LLC and acts as a Senior Project Engineer for D&S projects. Carlyle has been involved in designing and managing civil projects since his graduation from Clemson University in 2012 with a B.S. in Civil Engineering. His career began with an emphasis on site-civil projects where he was responsible for the design and permitting of numerous private developments in various locations across the state of South Carolina. This foundational experience and knowledge of various permitting agencies has proven beneficial as Carlyle's career quickly progressed into more municipal and utility projects. Carlyle is skilled in AutoCad Civil3D, Hydraflow Hydrographs, Hydraflow Express, and C3D Storm Sewers Extension as well as Bentley WaterCad.

RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES

BOYD LEOPARD

Boyd has over 25 years in the construction industry, most notably as Superintendent of the Wastewater Collection System at the former Parker Fire & Sewer Subdistrict where he retired in 2018. Since that time, Boyd has served as

an RPR subconsultant for many of our projects. Boyd's experience and personal relationships is extremely valuable and he is a vital component of our team as he serves as our "eyes and ears" in the field. Boyd travels from Travelers Rest, SC. Boyd would be onsite throughout the construction of the project to ensure compliance with technical specifications, provide daily written reports with photos, and assist in confirming quantity estimates submitted by the contractor for payment. Boyd not only would serve as an RPR but has proven to be just as valuable an asset for the engineer during the design phase of similar projects, just by his construction experience and pure familiarity with heavily conected urban environments. Boyd would also work with and direct other RPR personnel available to our team, as needed.

SURVEYING SERVICES

Final determination of surveying subconsultants may vary, depending on when we are ready to begin field surveys. At this time, we propose the following surveying subconsultants whereas we may elect to use one or the other, or both depending on project schedule and workload of each at the appropriate time.

Site Design Inc.

Site Design, Inc. (Site Design) would be our primary subconsultant for surveying services. This is mostly due to their experience and capability. With 16 surveying crews, Site Design has the experienced staff, readily available to handle the project and could complete all work in a timely manner. Jon Martin, PLS and Clay Jones, PLS would be the lead staff for these projects.

Arbor Land Design

Arbor Land Design (Arbor) would be our secondary subconsultant for surveying services, if needed. Arbor is a landscape architecture, engineering, and land surveying firm born out of the merging of Arbor Engineering, Inc. and Fant Reichert & Fogleman, LLC. With over 40 years of experience, Arbor is a client-oriented company with a reputation for quality work and customer satisfaction. Arbor has four registered land surveyors licensed in South Carolina, North Carolina, and Georgia and runs up to four survey crews. Neal Fogleman would be managing this project and has over 20 years of land surveying experience.

FUNDING COMPLIANCE ASSISTANCE

SAM CARGILL

Sam will act as a subconsultant, assisting our team with funding compliance during construction. Providing effective reporting and as a trouble-shooting liaison with regulatory, financial, and administrative staff of all major funding programs, Sam's history involves grant director and management positions with Appalachian Council of Governments and South Carolina Department of Commerce. Sam has more than 40 years' experience with federal and state grant

and loan programs, with 20-plus years at senior levels such as consulting, application preparation and administrative services for water/wastewater projects funded through the South Carolina State Revolving Fund. He is an expert in SRF and EPA-overseen compliance administration, including Davis-Bacon, American Iron and Steel, MBE/WBE, and all rules and regulations relating to the development, implementation, and closeout of projects. He has a detailed knowledge of federal and state grant funding programs, their staff, eligibility, and administrative requirements, including SRF, EDA, SC RIA and CDBG funding.

ELECTRICAL

BURDETTE ENGINEERING, INC.

Burdette Engineering, Inc. is a electrical engineering firm, founded in 1992 in Greenville, SC with over 28 years serving the electrical design needs of the construction industry.

Staff includes three (3) Professional Engineers and two (2) LEED APs. Burdette would serve as a subconsultant where electrical design services may be required for items such as sewer lift stations or treatment plant equipment.

STRUCTURAL

ROBERTSON-WADE ENGINEERING, INC.

Robertson-Wade Engineering, Inc. is a structural engineering firm, located in Greenwood, SC with over 31 years of experience. Robertson-Wade would serve as a subconsultant where structural design services may be required for items such as bridge attachments, foundations for plant equipment or retaining walls.

TRAFFIC CONTROL PLANNING

BC CANNON

For traffic control planning, as may be warranted, we utilize BC Cannon. BC Cannon is a well-known traffic control service and planning company with over 38 years of experience in this industry. BC Cannon is located in Greenville, SC

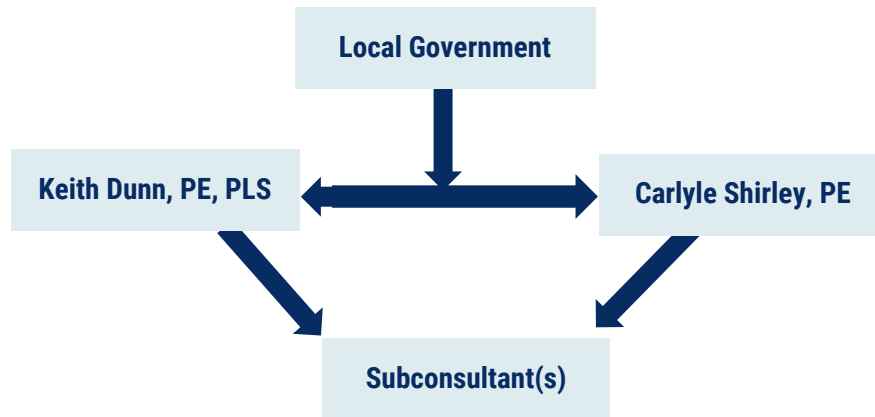


Figure 1.2 – Team Organizational Chart

Qualifications 2

OUR SERVICES

We lead projects from preliminary planning stages through funding acquisition, design, bidding and award, to construction completion. We are experienced and can handle all of the types of projects that are listed in the RFQ. Just for information, beyond utility projects, our expertise and experience in engineering is multi-faceted. To provide an overview of our range of services, the listing to the right provides some short descriptions.

For services related to utility projects, the following are typical:

- Grant applications, administration and compliance
- Capital improvement planning and rate studies
- Design for new or replacement sewer / water lines incl. right-of-way research, data collection, field investigations, mapping, project sequencing
- Field surveying (*typically subcontracted*)
- Preparation of permit packages (SCDOT, DHEC, etc)
- Traffic Control planning as necessary (*typically subcontracted to BC Cannon*)
- Bid Document development in accordance with client or EJCDC current standards
- Bidding & Award services including advertisement, pre-bid meeting, addenda, bid opening, bid tabulation, and award recommendation
- Construction Management incl. review of RFI's, submittals, construction progress, pay applications, and change orders
- Periodic or Full-time resident project representative services
- Project Closeout including final certifications for Operational Permits, development of record drawings, preparation of closeout documents

Engineering Studies & Reports
Cost Estimating
Grant / Funding Administration
Project Planning & Feasibility
SSES Data Review
Gravity Sewer Collection Design
Gravity Sewer Collection Rehab
Low Pressure Sewer Systems
Pump Station Design
Sewer Forcemain Design
Water Distribution Design
Water/Waste Water Treatment Facility Improvements
Elevated Water Tank Design
Elevated Water Tank Rehab
Advanced Metering Infrastructure
Hydraulic Modeling
SCADA & Instrumentation
Storm Drainage (Surface, Piping)
SWPPP Preparation
Hydrology & Hydraulic Analysis
Best Management Practices (BMPs)
Low Impact Development (LID)
Detention/Retention Design
Underground Detention
NPDES Coverage
Roadway Rehab
Roadway Design
Roadway Evaluations
Site Feasibility
Master Planning
Single Family Residential
Industrial Site Development
Recreational Site Development
Parking Lots
ADA Compliance
Grading & Drainage Plans
Sediment & Erosion Control Plan

Water | Wastewater | Roadway | Civil

RECENT PROJECTS

To demonstrate our experience with similar projects, utilizing a variety of funding/grant sources, some relevant example projects completed or in progress are listed hereinafter within **Table 2.1**. The projects are listed in reverse chronological order.

Table 2.1 – Recent Projects List

Funding	Owner & Project Name	Year
¹ RIA	City of Abbeville N. Main Waterline Replacement	Current
RIA	Starr-Iva Water & Sewer District Lake Secession Waterline Extension FY22	Current
	Starr-Iva Water & Sewer District Travis/Martin Waterline Upgrades	Current
	Starr-Iva Water & Sewer District Lake Secession Waterline Extension FY23	Current
RIA	Town of Due West WWTP Upgrades	Current
² SRF	Donalds-Due West Water & Sewer Auth. Utility Asset Management	Current
SRF	City of Belton Big O'Neal Sewer Subbasin Rehab	Current
SRF	City of Belton Water System Improvements FY22	Current
SRF	Town of Due West Sewer System Evaluation	Current
SRF	Town of Calhoun Falls Water System Improvements FY21	Current
SRF	Town of Honea Path Water System Improvements FY21	2022
	Parker Fire & Sewer Subdistrict R7 Subbasin Rehab	2022
	Parker Fire & Sewer Subdistrict L13 Subbasin Rehab	2022
SRF	City of Abbeville McGowan Avenue Waterline Project	2022
	Parker Fire & Sewer Subdistrict Pump Station Backup Systems	2022
SRF	Town of Calhoun Falls Sewer Rehab Project FY20	2022
SRF	Town of Honea Path Sewer Rehab Project, Phase 2	2022
RIA	Town of Honea Path Still Branch Low Pressure Sewer System	2022
	Starr-Iva Water & Sewer Hwy 29 Waterline Extension "Project Flay"	2022
SRF	City of Abbeville Mill Village Water Line Replacement	2021
SRF	Starr-Iva Water & Sewer Cloverhill SSES	2021
	Starr-Iva Water & Sewer Wilton E Hall Waterline Ext.	2021
RIA	Town of Calhoun Falls WWTP Upgrades	2021
SRF	Town of Honea Path Sewer Rehab Project (SSES)	2020
SRF	Town of Calhoun Falls Sewer Rehab Project (SSES)	2020
	Clemson University Snow Family Outdoor Center Waterline	2020
	Parker Fire & Sewer Subdistrict R17D, R17K Subbasin Rehab	2020
	Parker Fire & Sewer Subdistrict R11, R12A, R12B, and R18F Subbasin Rehab	2020
	Clemson University Ravenel Gravity Sewer	2019
	Clemson University CHP Water & Sewer	³ 2018
RIA	Donalds-Due West Water & Sewer Auth. College Street Waterline Upgrade	2018

RIA

Clemson University New 1 MG Elevated Water Tank	2018
Clemson University New RV Sites for T. Ed Garrison Arena	2018
Town of Due West Young Street Forcemain Replacement	2018
Parker Fire & Sewer Subdistrict R9 Subbasin Rehab	2018
Parker Fire & Sewer Subdistrict R16 Subbasin Rehab	2018
Clemson University Waterline Ext. to Serve New Recycling Center	2018

1. "RIA" – SC Rural Infrastructure Authority
2. "SRF" – SCDHEC State Revolving Fund
3. Projects completed in 2018 or earlier were with a previous employer.

REFERENCES

Abbeville County

Lee Garrett, *Public Works Director*
1094 Gassoway Farm Road
Abbeville, SC 29620
(864) 446-8473
lgarrett@abbevillecountysc.com

City of Belton

Bo Barnes, *Director of Combined Utilities*
PO Box 828
Belton, SC 29627
(864) 617-1668
bobarnes@cityofbeltonsc.com

Donalds-Due West Water & Sewer Auth

Matt Cox, *General Manager*
134 N. Main Street
Donalds, SC 29638
(864) 379-2226
mcoxddww@hotmail.com

Starr-Iva Water & Sewer District

Patrick Jackson, *General Manager*
104 Roy Arnold Road
Starr, SC 29684
(864) 352-6717
pjackson@siwater.net

Town of Due West

Lewis Saxton, *Utilities Director*
103 N. Main Street
Due West, SC 29639
(864) 379-2385
duewestfd@wctel.net

City of Abbeville

Tim Hall, *Public Utilities Director*
PO Box 40
Abbeville, SC 29620
(864) 366-5017
thall@abbevillecitysc.com

Clemson University

Mike Parker, *Capital Projects Manager*
Gentry Hall | 191 Old Greenville Hwy
Clemson, SC 29634
(864) 643-6169
pmichae@clemson.edu

Parker Fire & Sewer (*former*)

Tremier Johnson, *Superintendent*
117 Smythe Street
Greenville, SC 29611
(864) 467-4030
tjohnson@parkerwwcs.com

Town of Calhoun Falls

Mayor Terrico Holland
PO Box 246
Calhoun Falls, SC 29628
(864) 418-8515
mayorholland@wctel.net

Town of Honea Path

Mayor Christopher Burton
204 South Main Street
Honea Path, SC 29654
(864) 369-2466
mohpburton@gmail.com

Project Approach

Overview

We understand the current challenges with the bid climate, material and contractor shortage issues. There are not only local government specific timelines and goals, but also the hard ARPA related funding deadlines and requirements that we are aware of and equipped to adhere to. Regardless as to those challenges, we can complete the task.

The following paragraphs and exemplary project delivery timeline provide an outline as to how we proposed to handle a typical project.

Upon selection, we can provide an Engineering Agreement expeditiously and negotiate any terms in short order. From that point, having a kickoff meeting with staff to go over any available information and access the project goals will be of utmost importance.

From that initial meeting, we will develop opinions of cost based on the information at hand and our portfolio of projects. Upon this initial review, we would plan to further discuss, with staff, any potential reduction or expansion of the projects as needed to suit budget and schedules. Upon agreeing on any refined project scope, we would then immediately authorize field surveying services as required.

As survey information is developed, we'd be able to draft plans to refine scope and more accurately identify any needed easements or other constrictions. Through periodic reviews with staff, we'd prepare detailed design drawings. Throughout this process, we would review information on hand and iteratively update opinions of cost to keep on track with the budget.

At final design completion, and upon a final review by the local government, we would apply for required regulatory and encroachment permits. Coinciding with the permitting process, we will develop bid documents suitable for this work and assist with bid advertisement. The bid documents will likely include bid add alternatives to give the most flexibility in awarding these projects thereby avoiding procurement holdups like rebidding when bids are more or less than (State) procurement would allow for in post bid negotiations. We aim to provide clear, concise construction plans and bidding documents in a timely manner. An internal goal of ours is to leave little room for misinterpretation by contractors during construction. We pride ourselves on very few change orders (typically requested by the Owner).

Upon opening bids, we would evaluate bidders in a timely fashion, make necessary award recommendations, and work with the local government and funding agency staff hand in hand to ensure a smooth process leading up to the preconstruction conference.

During construction we'd carefully monitor the work with our RPR and engineer site visits to ensure conformance to the plans, specifications, and funding requirements. Throughout the construction process we will review contractor pay request and handle all funding agency draw request in a timely manner through and until the end of construction.

Upon construction completion we will handle necessary correspondence with the funding agency and the local government to ensure a smooth closeout process including organization and delivery all required project record documents.

Project Schedule

Although each project varies, **Table 3.1** indicates a typical schedule for a project, based on the project approach as described.

Table 3.1 – Project Delivery Timeline

Milestone	Duration (Weeks)
Execute Engineering Agreement	1
Kickoff Meeting	1
Initial Study and Opinions of Cost	4-6
Field Surveying Complete	VARIABLES
Preliminary Plans to Owner for Review	4-8
Final Design to Owner for Review	2-4
Submit for Permits	1-2
Advertise for Construction Bids	4
Bid Opening, Bid Evaluations, Award	4-6
Preconstruction Conference, Begin Construction	4-8
Construction	VARIABLES
Project Closeout	2-4

Project Staffing

Keith Dunn or Carlyle Shirley would serve as our primary point of contact throughout any project. Boyd Leopard will be the lead RPR during construction. We also have other experienced sources that can be called upon for RPR services if the project schedule dictates. Our engineers will also regularly visit the sites during construction.

Public Utilities & Funding Agencies

Working with public utilities is a specialty of our firm – we lean on our experience with all types of municipal infrastructure. We understand how to implement a project in the most cost-effective and expeditious way possible. We have the experience in how to design and maybe even more importantly, how to procure and develop bid documents for such work including appropriate add alternatives that give the most flexibility to our clients when projects are awarded.

Our staff has been the key personnel for numerous water and sewer related projects throughout the Upstate of South Carolina which involved funding sources such as ARPA, SRF, CDBG, SC RIA, and USDA as well as bond funding. Our staff is extremely familiar with the various funding agencies', their personnel, project management guidelines and the necessary steps to streamline and successfully navigate them as a funding partner.

We can only speculate on the exact funding agencies that may be involved but should South Carolina Infrastructure Investment Program (SCIIP) funds be utilized, our engineers have a very good relationship with RIA staff, performing countless projects with them over the years since RIA was formed and even before when some of their staff were in prior, similar roles. Similarly, SCDHEC-SRF Principal Forgiveness Funding is a widely used resource for small local governments. We have a plethora of experience with SRF-PF funded projects and have extensive working relationships with all SCDHEC -SRF staff.



General construction photo
(Dunn & Shirley, 2020)