

REQUEST FOR QUALIFICATIONS
GENERAL ENGINEERING SERVICES
FOR
CITY OF WEST COLUMBIA, SOUTH CAROLINA

The City of West Columbia, South Carolina is requesting Statements of Qualifications (SOQs) from engineering firms and surveyors to perform general engineering and surveying services. The SOQs will be ranked so the City may prequalify firms with whom we may request detailed proposals for work related to the types of anticipated projects listed below.

- A. Water Distribution System:
 - Distribution Mains
 - Booster Pump Stations
 - Hydraulic System Modeling
- B. Wastewater Collection System Improvements:
 - Collection System Gravity Lines
 - Wastewater Pump Stations and Force Mains
 - Collection System Modeling
 - Condition Assessments
- C. Electrical Engineering associated with Water and Wastewater Infrastructure
- D. Surveying

A summary of the tasks anticipated throughout the duration of this service period is provided below.

- Surveying Services
- Preliminary Design, Engineering, and Construction Cost Opinions.
- Detailed Design – Including calculations, construction plans, technical specifications, and obtaining the necessary construction permits.
- Studies and Evaluations – Examples include condition assessments and capacity evaluations.
- Contract and Construction Administration – Including bidding period services, shop drawing review, field inspections, as-built drawings, etc.

Before **Thursday November 8, 2018 at 4:00 PM**, submit one electronic (PDF) and five hard copies of the Statement of Qualifications in a sealed package to:

City of West Columbia
Attn: Mr. Andy Zaengle, P.E.
200 N. 12th Street
West Columbia, SC 29169

The City of West Columbia will conduct a non-mandatory pre-submittal meeting Wednesday October 24, 2018 at 3:00 PM, in the New Brookland Room of West Columbia City Hall (200 N. 12th Street, West Columbia, SC). There will be no other meetings with interested firms regarding this Request for Qualifications (RFQ).

The name of the submitter should appear on the outside of the submittal package with the RFQ title and reference the project, "RFQ for General Engineering Services". Each submittal copy should be identical in content and meet the criteria listed below.

- Firm experience and qualifications.
- Experience of personnel to be assigned to the project.
- Ability to meet project schedule and budget requirements.
- A minimum of five examples of projects completed in each area you are requesting qualification.
- Past performance with the City of West Columbia.
- References.

The Statement of Qualifications submittal shall be bound, numbered consecutively, double-sided with a maximum of 25 pages (not including cover letter, front and back covers, table of contents, and tabs). An additional five pages may be added for each additional area for which qualifications are being requested. In no case shall more than 40 pages be submitted. A page is defined as the front or back of standard sheet of paper.

It is the intention of the City to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all Statement(s) of Qualifications. Issuance of this Request for Qualifications does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparation of a SOQ, or to procure related services or supplies.

EVALUATION CRITERIA

Statements of Qualifications will be evaluated based on the following criteria:

Previous project experience	20
Experience of personnel assigned to the project	20
Ability to meet schedule and budget requirements	15
Past performance with City of West Columbia	20
Location of Personnel	10
Local Preference (Headquarters in Lexington County)	5
<u>References</u>	<u>10</u>
Total	100

