

Requestor: City of West Columbia  
Contact: Andy Zaengle, P.E.  
[azaengle@westcolumbiasc.gov](mailto:azaengle@westcolumbiasc.gov)  
Tel: (803) 939-3183

### **City of West Columbia Risk and Resiliency Assessment Request for Qualifications**

The City of West Columbia is requesting Statement of Qualifications (SOQ) from interested and qualified engineering consulting firms to provide assistance preparing Risk and Resiliency Assessments (RRAs) as required by the America's Water Infrastructure Act (AWIA) of 2018 and updates to the City's Emergency Response Plans based on the RRAs.

#### **Submittal Instructions**

Submit qualifications in accordance with the conditions and instructions contained herein on or before 4:00 pm, EST on Thursday October 24, 2019. To be considered, the SOQ must be received by the City on or before the date and time specified in the Request for Qualifications (RFQ). Qualified firms must submit a completed response to this Request for Qualifications using the format specified.

#### **Return Sealed Qualifications to the Following:**

##### **Express Mail**

City of West Columbia  
P.O. Box 4004  
West Columbia, SC 29171  
Attention: Andrew Zaengle, P.E.

##### **Hand Deliver**

200 N 12<sup>th</sup> Street  
West Columbia, SC 29169  
Attention: Andrew Zaengle, P.E.

#### **Background and Scope of Work**

The City of West Columbia, South Carolina operates and maintains a water distribution system, wastewater collection system and two water treatment plants within the City's boundaries in addition to the surrounding unincorporated areas of Lexington County, South Carolina. The purpose of this RFQ is to obtain information about consulting firms interested in providing professional services to the City of West Columbia.

The scope of services will include tasks necessary to complete specific evaluations and assessments for the water and wastewater facilities. The information provided in the response will be utilized by the City to evaluate each interested firm or team by utilizing the criteria outlined in this RFQ.



To be considered for selection, the firm shall be qualified and capable to deliver Risk and Resiliency Assessments in accordance with AWIA that identify areas of concern and recommend mitigation actions for areas of vulnerability. These assessments must include:

- Risk of the system from malevolent acts and natural hazards;
- Resilience of the pipes and constructed conveyance; physical barriers; source water, water collection and intake; pretreatment; treatment storage and distribution facilities; electronic, computer or other automated systems (including the security of such systems) which are utilized
- Monitoring practices of the system;
- Financial infrastructure of the system;
- Use, storage or handling of various chemicals by the system;
- Operation and maintenance of the system.

Specifically, the work will involve consulting, engineering, inspections and evaluation of all systems located within the following areas/facilities:

- Water Treatment Supply Facilities;
- Water Transmission Systems, including elevated storage tanks;
- Sanitary Sewer Collection Systems;
- Sanitary Sewer Treatment Facilities, including pumping stations.

The City of West Columbia serves a community of greater than 84,000 people, which places the City's deadline for completion certification to the U.S. Environmental Protection Agency (EPA) by December 31, 2020. The Emergency Response Plan updates would be need to be completed within 6 months of the Risk and Resilience Assessment certifications.

### **Submittal Requirements**

Before **Thursday October 22th at 4:00 PM**, submit one electronic (PDF) and five hard copies of the SOQ in a sealed package to:

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

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



The SOQ must include, at a minimum, the following:

1. Firm Experience and Qualifications

- Provide a brief history and organization of the firm, location of the office where the work will be performed, and the name and title of the authorized person to enter into a contract agreement. Also list any sub-consultant firms that will support your firm.
- Provide a narrative of your firm's prior experience and qualifications as it pertains to the above Scope of Work and provide a list of projects with similar scopes.
- The selected firm must obtain a business license from the City of West Columbia and provide proof of Certificate of Authorization in the State of South Carolina prior to the execution of the agreement.

2. Experience of Personnel Assigned to the Project

- Provide a list of the project team members that you propose to work on the project. Include the office location where they currently work and identify the responsibility of each team member. Provide a brief resume for each team member, listing specific similar project experience, educational experience and any licenses or certifications they may have.
- Sub-consultant's supervisors should be listed with resumes, but sub-consultant employees are not required.

3. Project Understanding and Approach

- Demonstrate project understanding, approach to the project, and quality control measures that will be employed by your firm.
- Provide an organizational chart for each team member and their roles and responsibilities, including any sub-consultants.
- Provide a statement of your firm's current workload and future workload and how this project will be completed by the EPA mandated deadline.

4. References

- Provide name, address and telephone number of at least three (3) references familiar with the quality of work completed by your firm of similar nature to the above Scope of Work.
- By submitting these references, you are authorizing the City of West Columbia to contact these references.



Statement of Qualifications shall not exceed sixteen (16) pages, including the cover, transmittal letter, back page and table of contents. Clear, external binder pages shall not be included in the page count. Font size shall be no smaller than ten (10).

Statement of Qualifications exceeding the sixteen (16) page count may be returned and not considered, at the sole discretion of the City of West Columbia.

**Evaluation Criteria**

Qualifications will be evaluated for full compliance with the Request for Qualifications instructions. Qualifications will be evaluated on the following criteria:

- Company Experience and Qualifications	22
- Experience of Personnel assigned to the Project	30
- Previous Project Experience and Performance	35
- References	10
- <u>Local Preference (Headquarters in Lexington County)</u>	<u>3</u>
Total	100

**Questions and Clarifications**

For any questions or requests for clarifications please contact:

Mr. Andy Zaengle, P.E.

Director of Engineering and Water Plants

(803) 939-3183

[azaengle@westcolumbiasc.gov](mailto:azaengle@westcolumbiasc.gov)

**Other Relevant Information**

Interviews, if required, will provide an opportunity for clarification of the written SOQ.

Each respondent’s representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, engineering and design, construction management and follow-up monitoring. The interviews may be recorded. Scores from the written proposals may be modified based on the interviews, and the top-ranking Offeror will be considered for award.



Prior to making a final selection, the City will conduct reference checks for the respondent(s) receiving the highest score(s) after written proposals are reviewed and interviews are conducted.

If a satisfactory contract cannot be negotiated with the highest ranked responder, the City may negotiate a contract with the next highest ranked responder, and so on, until a satisfactory contract can be negotiated.

The award of a contract shall be the sole discretion of the City. The award(s) shall be based on the evaluation of all information the City may request. The City reserves the right to accept or reject any or all SOQs in whole or in part and to waive any informalities in the RFQ. Further, the City reserves the right to enter into a contract deemed to be in its best interest.

From the time the RFQ is first advertised to the time a contract is signed, all Offerors and contents of any proposal shall be kept confidential. It is the intention of the City to make every effort to be fair and equitable in its dealings with all candidates for selection.

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 qualification statement or to procure related services or supplies.