



Requestor: City of West Columbia  
Contact: Andy Zaengle, P.E.  
[azaengle@westcolumbiasc.gov](mailto:azaengle@westcolumbiasc.gov)  
Tel: (803) 939-8625

### **Distribution System Telemetry Upgrade Request for Qualifications**

The City of West Columbia, South Carolina is requesting Statements of Qualifications (RFQs) from qualified consulting engineering firms to provide professional engineering services related to the *Distribution System Telemetry Upgrade* (Project) in the City of West Columbia, South Carolina.

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

##### **Express Mail**

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

##### **Electronic Delivery**

Andrew Zaengle, P.E.  
[azaengle@westcolumbiasc.gov](mailto:azaengle@westcolumbiasc.gov)

#### **Project Description**

This project will update the City's radio based telemetry based communication network used to control the water distribution system. The existing radio equipment will be replaced with private cellular based network.

#### **Scope of Work**

The respondent will be expected to provide equipment recommendations, design documents, installation services, start-up and continual maintenance services. Network hardware will need to be installed at distribution storage facilities and water treatment facilities with the ability to add future facilities. Each location will require, at a minimum, cellular modems, modification to PLC's, integration into VTScada, etc. Respondent should be able to host the private network should the Owner decide too.

### **Submittal Requirements**

Before **Thursday, November 2, 2023 at 4:00 PM**, submit one electronic (PDF) and one hard copy of the Qualification 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 SOQ title and reference the project, "SOQ for Distribution System Telemetry Upgrade". Each submittal copy should be identical in content and meet the criteria listed below.

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

**Team Experience and Qualifications (25 Points):** Evaluation criteria will focus on the submittals' clear identification of each firm. Experience with similar projects, history of meeting design budget and schedule, and acceptable levels of quality. Demonstrate technical competence and success in installation and integration of utility control systems.

**Experience and Qualifications of Personnel Assigned to Project (30 Points):** Experience and availability of the proposed project personnel will be evaluated. Responses should identify key team members, their experience with storage facility, as well as experience with similar projects. Respondents should demonstrate continuity within the project team.

**Project Understanding and Approach (30 Points):** Responses shall demonstrate understanding of the project goals and objectives and the proposed methodology for meeting the goals and objectives. Responses must provide a comprehensive narrative demonstrating a clear and concise understanding of the project requirements, potential complications. Clearly address key activities, critical path, and deliverables.

**Project Schedule and Coordination (15 Points):** Responses shall include a proposed project design schedule with major milestones.

**Local Preference (5 Points):** Eligible only when the entire design team meets the requirements of Local Vendor Preference.

**Questions and Clarifications**

Submit any questions in writing to the individual below no later than 5:00 pm on Thursday, October 19, 2023 at 5:00 pm. Responses will be provided by Close of Business Tuesday October 24, 2023.

Mr. Andy Zaengle, P.E.  
Director of Engineering and Water Plants  
(803) 939-8625  
[azaengle@westcolumbiasc.gov](mailto:azaengle@westcolumbiasc.gov)

Contact may not be made with other City Staff or City Council Members regarding this project. Respondents are required to comply with all applicable components of the City's procurement code.

**Other Relevant Information**

The award of a contract shall be at 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 qualifications 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 SOQ is first advertised to the time a contract is signed, all Offerors and contents of any qualification 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. However, the City reserves the right to reject all 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.