



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

West Columbia Maintenance Facility Request for Qualifications

The City of West Columbia, South Carolina is requesting Statements of Qualifications (RFQs) from qualified consulting architecture and engineering firms to provide professional architecture and engineering services related to the *West Columbia Maintenance Facility* (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

Project Description

The project includes the construction of a public works facility that will accommodate utility maintenance crews, equipment, offices, as well as a future fire substation. Work will include planning and development of an approximately 3.44 acre parcel (TMS No. 004599-09-022) located along Leaphart Road in West Columbia, South Carolina. Work will include site planning, sediment and erosion control, utilities, roadway improvements, material storage areas, building design, warehouse design, etc.

The City will utilize third party company as its project representative, who will assist the owner in management of the project.

Scope of Work

The respondent will be expected to provide detailed design documents and construction administration and observation services for this project resulting in design documents that will be used for the construction of the Project. The respondent will be responsible for regular communication and collaboration with the Owner's Representative. The respondent is responsible for all necessary, field investigation, detailed design, permitting services, and limited construction administration and construction observation services.

Below is a list of tasks expected to be completed throughout the project, though it is not an exhaustive list of every task that may need to be completed.

Task 1 – Project Coordination

The Consultant will conduct bi-weekly progress discussions (30 minutes on average) during the design phase. They will also provide a monthly progress report for the duration of the project. Consultant will hold a project kick-off meeting to discuss goals for the project. Meeting minutes will be provided by the Consultant.

Task 2 –Field Investigation

Detailed field investigation services will include field surveying, rights-of-way determinations, traffic study, and geotechnical investigation. The maps in Appendix A is intended to outline the general location and route of the proposed water and storm drainage infrastructure. Prior to the completion of the detailed topographic survey, the Consultant will address any concerns about the proposed water system alignment with the Owner.

Task 3 – Detailed Design Services

The Consultant will develop a work plan, project schedule, and begin developing necessary contract documents. Design documents are to include, at a minimum, signed and sealed design calculations, construction drawings, the City's standard contract instruments, and all necessary technical specifications. The Consultant will present conceptual, 30%, 60% and 90% progress sets to the City for review and comment. Minimum expectations at each milestone are provided below:

Conceptual: Artistic illustrations that generally depict concepts agreed upon with the Owner. Conceptual designs should include site layout, building elevations, and preliminary floor plans.

30% Progress Set: General legend and notes, infrastructure alignments in sufficient detailed to determine feasibility of construction, and easement requirements. Locations for subsurface investigation should be resolved at this point. Consultant will also provide a risk register identifying items/tasks which have a potential for significant impact to the overall project schedule.

60% Progress Set: Detailed plan and details for site plan, storm drainage infrastructure, site utilities, building plans, and draft technical specifications. Include preliminary Estimate of Probable Cost.

90% Progress Set: Permit ready construction drawings, technical specifications, and permit applications. Also include an Estimate of Probable Cost.

Discussion with regulatory agencies will be coordinated by the Consultant, including but not limited to Lexington County Stormwater and SCDOT. Include monthly progress meetings throughout the design and permitting process.

Task 4 – Permitting Services

The Consultant will prepare all the data and documents necessary to obtain an Lexington County Stormwater Permit and all SCDOT Encroachment Permits. This includes all necessary correspondence and revisions to permit application packages as requested by the regulatory agency.

Task 5 – Bidding Period Services

The Consultant will assist with the bidding process including preparation of the advertisement, pre-bid conference, response to contractor questions, issuance of addenda, attend bid opening, bid tabulation, award recommendation, and development of conformed documents.

Task 6 – Construction Period Services

The Consultant shall be responsible for administration of the contract including coordinating and attending the pre-construction conference, review and approval of shop drawings, responding to contractor request for information, review contractor payment applications, preparation of as-builts, contract closeout, etc.

Submittal Requirements

Before Thursday, April 4, 2024, 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 West Columbia Maintenance Facility". 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 municipal projects of similar scope and size.

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 projects of similar scope and size, 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 Tuesday, March 19, 2024. Responses will be provided by Close of Business Monday, March 25, 2024.

Mr. Andy Zaengle, P.E.
Director of Engineering and Water Plants
(803) 939-8625
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 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.



APPENDIX A