



**REQUEST FOR PROPOSAL**  
**PROFESSIONAL ENGINEERING SERVICES**  
**RFP 2022-005 COS CFUND**

**City of Seneca Light & Water**  
**251 E. North Second Street**  
**P.O. Box 4773**  
**Seneca, South Carolina 29679**

**DATE ISSUED: April 8, 2022**

# Request for Proposal

## Professional Engineering Services

The City of Seneca request the submittal of 'Statement of Qualification' (SOQ) Proposal from firms with experience/expertise in the South Carolina Department of Transportation C-Fund Program. The firm must be licensed in the State of South Carolina.

### 1.0 GENERAL INFORMATION

- 1.1 The Scope of Service includes, but not limited to, the development of a proposed 'C-fund' construction project, design, professional engineering, surveying, construction plans, design, construction management, and other infrastructure related improvement.
- 1.2 Responses are due no later than **4:00 PM on Tuesday, April 26, 2022**, at which time packages will be acknowledged and names of the Responders announced.
- 1.3 This solicitation is being offered in accordance with governing state and local statues for the procurement of professional services.

### 2.0 SUBMITTAL REQUIREMENTS

- 2.1 RFQ submittal should be organized to clearly address the described service criteria, which, among others, will be used in the evaluation of qualifications.
- 2.2 The qualification proposal should contain the following:
  - 2.2.1 A written expression of interest and availability; identification of the official, or lead person representing the team who can legally act for the company.
  - 2.2.2 Recent experience, including projects similar in nature, performed in a team concept, including cost at contract date, final cost, start/completion dates, and client references.
  - 2.2.3 Qualification Proposal Submittals to the City of Seneca shall be at the sole expense of the Responder.

Submit RFP To: Scott McLane, Engineering Supervisor  
Seneca Light & Water Department  
P.O. Box 4773  
251 E. North Second Street  
Seneca, South Carolina 29679-4773

Email: [smclane@seneca.sc.us](mailto:smclane@seneca.sc.us)

Label outside of envelope: Re. RFP 2022-005 COS CFUND

- Proposals are due no later than **4:00 pm on Tuesday, April 26, 2022**
- Questions related to this RFP may be submitted written or e-mail to the above mailing address or email address by **1:00 PM, Friday, April 22, 2022**.
- Submit three (3) copies of the RFP response proposal; and one (1) electronic disk or flash drive copy. The bound copy shall be 8½ x 11 booklet formats, using tab sheets to divide sections.

- 2.3 Qualifications and Proposal information shall be limited to twenty-five (25) or less pages of material, front and back included. The cover page, letter of introduction and section tabs will not be counted against the page limit.
- 2.4 Provide general information about the firm along with identification of the official, or lead person representing the team who can legally act for the company.
- 2.5 Response should contain recent experience; working with a public entity, projects similar in nature, performed in a team concept, including principals, professional staff, and structure. Only projects completed by members of the Project Team will be considered.
- 2.6 Key personnel must be licensed in the State of South Carolina and experienced in Civil Engineering, Construction Cost Estimating, Construction Administration, and/or Project Management.
- 2.7 Subject to exception provided by South Carolina Law, responses to this RFP, including copyrighted material is public information. Proposals will be available to the public upon request, with these exceptions: (1) confidential information that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City; (3) other constitutional protections.
- 2.8 Proposals received after the deadline may be disqualified. Responders are encouraged to allow sufficient delivery time for timely receipt. The City of Seneca is not responsible for proposals delayed by mail or delivery services.

### 3.0 REVIEW CRITERIA

- 3.1 RFQs submitted by the deadline will be reviewed by the City of Seneca, and the responses will be evaluated on the following criteria:
  - 3.1.1 Firm location, workload, and size. (Maximum 10 points)
  - 3.1.2 Firm qualification and history of developing successful projects of similar scope. (Maximum 30 points)
  - 3.1.3 Demonstrated experience in estimating probable costs, experience with public utilities, and completing the work. (Maximum 20 points)
  - 3.1.4 Key personnel qualification, availability, and role/interaction in the project. (Maximum 10 points)
  - 3.1.5 Overall team experience in C-Fund Projects. (Maximum 30 points)

### 4.0 GENERAL TERM & RESERVATION OF RIGHTS

- 4.1 A panel will review the qualifications submitted. The panel may request additional information from respondent(s).
- 4.2 SL&W reserves the right, at its sole discretion, to make its selection solely on qualifications submitted and may conduct a formal interview process. The panel may request an interview to clarify and/or gain additional information.
- 4.3 Proprietary/Confidential information must be clearly marked as such, and the responder shall also be prepared to justify why such information, upon request, should not be disclosed.

Information and/or data labeled as proprietary/confidential information will be handled in accordance with applicable laws, regulations, and policy of the City of Seneca.

- 4.4 SL&W reserves the right, at its sole discretion as an independent review team; to amend its evaluation criteria as needed; to reject any or all submittals; to waive any technicality, informality or irregularity not affected by law.
- 4.5 SL&W reserves the right to conduct investigations of any or all of the firms and their statement of qualifications as it deems necessary or convenient, including but not limited to discussions or meetings with contact persons for firms prior or ongoing projects or with regulatory agencies.
- 4.6 Further, SL&W reserves the right to evaluate, in its absolute discretion, the qualification statements submitted, to make selections based solely on qualification and past experiences without an interview process, and to make rejections or awards as is deemed to be in the City's best interest.
- 4.7 Submittals will be received up until the time and place as stated herein; statements received after the specified date and time will not be considered. And at the designated time, receipt of RFQs will be close and the evaluation process will begin.
- 4.8 Each submittal is subject to the State of South Carolina's public record law unless there is a legal exception to public disclosure; RFQ submittals are not subject to public inspection prior to the selection of a respondent.
- 4.9 Respondents are asked not to contact City staff or elected official in reference to this process. Information will be released at the appropriate time.
- 4.10 Written notification of the selected firm will be sent to all responding firms.

### SELECTION PROCESS/SCHEDULE

First RFP Notice	Friday, April 8, 2022
RFP Update Issued via City's website	Wednesday, April 20, 2022
Additional Questions Due by 1:00 pm	Friday, April 22, 2022
Responses Due by 4:00 pm	Tuesday, April 26, 2022
Firms Ranked/Recommended	Friday, April 29, 2022
Firm Interviews (If needed)	May 3-5, 2022
Public Notification/Firm Selected	Tuesday, May 10, 2022