



REQUEST FOR QUALIFICATION

**RFQ 2021-001B SLW
Professional Services
Public Utility Software System**

DATE ISSUED: February 12, 2021

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

RFQ 2021-001B SLW

Due Date: March 31, 2021

2:00 PM EST

City of Seneca, South Carolina
Seneca Light & Water Operations Facility
Request for Qualification
Public Utility Software System

The City of Seneca is requesting 'Statement of Qualification' from firms interested in working with the City of Seneca Light & Water (SL&W) Department to implement future plans for a computer software program designed to correlate data between six divisions of SL&W. The proposed project will necessitate developing standard forms pertaining to each division, capable of data transfer and integration into the City's current IT network.

I. PURPOSE

The purpose of this Request for Qualification (RFQ) is to solicit information regarding a future purchase of a software program for the City of Seneca Light & Water (SL&W) Department. The product will be used with the City's current Information Technology system. This RFQ may be used as the basis for a future RFP or other bidding mechanism.

Specific information about the project is undetermined at this time. The intent is to explore options and to develop a final product. The desired capabilities of the system are to facilitate seamless integration communication that allows access between the various divisions of the SL&W Department (Billing, Electric, Engineering, Sewer, Water, and Warehouse).

II. PROJECT DEVELOPMENT

SL&W desires to develop this project in three (3) phases. The selected firm will be performing all three phases.

1. Budget Phase
2. Master Planning & Programming
3. Implementation

III. GOAL

SL&W has established the following project goal; for this to accomplish:

1. Create a combined software program for use by various disciplines in the SL&W Department (Billing, Electric, Engineering, Sewer, Water, and Warehouse).
2. Customize program for each Division.
3. Ensure Design Quality and Compatibility with the City of Seneca's current IT system.

IV. QUALIFICATION

All statement of qualification should contain the following:

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. Recent design-build experience, including projects similar in nature, performed in a team concept, including cost at contract date, final cost, start/completion dates, and client references.
3. A qualification statement (resume) of key technical support personnel. The name, phone and fax number of consultants, sub-consultants proposed to provide services.
4. Statement of proposed interaction with SL&W and its current IT provider.
5. Provide a list, description, contact name, recent telephone number and brief information for completed projects in the public sector. Only projects completed by members of the Project Team will be considered.

V. SELECTION CRITERIA

Submittals will be evaluated according to the following criteria:

1. Technical expertise and competence in computer software services, including education and experience.
2. History of developing successful projects of similar scope.
3. Demonstrated experience in estimating probable costs, design build experience with public utility projects, and completing the work.
4. Key personnel availability and ability to work together as a team.
5. Role/interaction in the development phases of the project.

VI. SELECTION PROCESS

The anticipated selection process is as follows:

1. A panel will review the qualifications submitted. The panel may request additional information from one or all Applicants.
2. Interviews may be requested to gain additional information based on submitted RFQ.
3. SL&W reserves the right, at its sole discretion, to invite the selected firm to proceed with estimation of a maximum project price for budget purposes.
4. Written notification of the selected firm will be sent to all responding firms.

VII. GENERAL TERM AND CONDITION

All proprietary/confidential information must be clearly marked as "Proprietary/Confidential". Information and/or data labeled as proprietary information will be handled in accordance with applicable laws, regulations, and policy of the City of Seneca.

SL&W reserves the right to amend its evaluation criteria, as needed, as in its sole discretion as an independent review team. During the review and evaluation process SL&W may request detailed information from a responder.

SL&W reserves the right to reject any or all submittals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the qualification statements submitted.

This solicitation is for the purpose of technology goods and services information. Submittals will be received by SL&W up until the time and place as stated herein. At the designated time SL&W will close the receipt of RFQs and begin the evaluation process. Submitted documents will not be subject to public inspection until a Respondent has been selected.

Respondents are asked not to contact City staff or elected official in reference to this process. Information will be released at the appropriate time

VIII. SUBMITTAL REQUIREMENTS

Responders are requested to submit one (1) bound copy and one (1) USB flash drive of the original document (PDF format). The bound copy shall be 8½ x 11 sheets. RFQs may reply with an electronic submittal (PDF format), however, it shall be the responder's assurance to verify the receipt of the submittal on or prior to the due date.

Responders must specifically identify portions, if any, of their submittal deemed as confidential, proprietary, or trade secrets. And also, be prepared to justify why such information, upon request, should not be disclosed.

Relevant questions may be submitted via email/fax/postal mail to:

Email: rfaires@seneca.sc.us

Fax: 864.885.0357

Address #1: P.O. Box 4773, Seneca SC 29679-4773

Address #2: 250 East North Second Street, Seneca SC 29678

Questions/answers/representations per telephone or verbal conversation shall be non-binding and should be secured in writing.

RFQ DUE DATE: Tuesday, March 31, 2021 @ 2:00 PM EST