



## **REQUEST FOR QUALIFICATION**

**RFQ 2022-005 CSLW**

**Professional Services for Oversight and Compliance**

**American Rescue Plan Act (ARPA)**

**& Related Grant Funds**

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

**DATE ISSUED: March 15, 2022**

**REQUEST FOR QUALIFICATION**  
**RFQ 2022-005 CSLW**  
**Date Response Due: April 8, 2022**  
**4:00 PM EST**

**City of Seneca, South Carolina  
Light & Water Department  
Request for Qualification (RFQ)  
Professional Services**

The City of Seneca Light & Water Department request the submittal of ‘Statement of Qualification’ from qualified individuals, firms, or corporations with expertise in all phases of the comprehensive engineering, management and administrative services related to the American Rescue Plan Act (ARPA) of 2021, and other funds received. Firms with relevant experience and qualifications are encouraged to submit their statement of qualification in writing not later than 4:00 PM EST, Friday, April 8, 2022.

**1. PURPOSE**

The purpose of this RFQ is to identify a qualified individual, firm, or corporation that is qualified and knowledgeable in the guidance, oversight and compliance related to the American Rescue Plan Act (ARPA) and other related funds.

The City of Seneca Light & Water (SL&W) Department is seeking to enter into a services contract with competent qualified engineering service provider(s) to assist SL&W in the control and management of its ARPA program.

SL&W desires to make the best use of a funding infusion of resources by selecting a firm to provide professional engineering and project implementation services for various ARPA funded SL&W infrastructure projects.

**2. GOAL**

A ‘Statement of Qualification’ (SOQ) is desired from prospective Service Providers listing their qualifications to provide the services described in this document. The firm(s) selected will be required to provide a full range of services in a collaborative process in working with SL&W and its overall Project team.

- 2.1. Establish a scope of work resulting from this RFQ to include, but not be limited to, infrastructure improvement projects identified by SL&W in its ARPA program.
- 2.2. Federal funding will be used for this project and the Responder, by submitting a statement of qualification, acknowledges federal funds are involved and, if selected, the responder will work with SL&W to provide the concise information needed for project designs through each project completion, funding report submissions and other ARPA related documents.
- 2.3. SL&W is an Affirmative Action/Equal Opportunity Employer. Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit RFQs.
- 2.4. The selected respondent will discuss and clarify with SL&W the cost breakdown of the provided service categories and other services; profit (either %/actual cost) must be identified and negotiated as a separate element of the price for any contract work.

### 3. SUBMITTAL REQUIREMENTS

The RFQ submittal should be organized to clearly address the described service criteria, which, among others, will be used in the evaluation of qualifications.

- 3.1. All statement of qualification should contain the following:
  - 3.1.1. A written expression of interest and availability; brief history of the proposing entity, identification of the official, or lead person representing the team who can legally act for the company.
  - 3.1.2. Statement substantiating the firm(s) are registered and in good standing as a professional engineer to practice in the State of South Carolina.
  - 3.1.3. Recent experience coordinating with Federal, State and Local project scope, including projects similar in nature, performed in a team concept, including cost at contract date, final cost, start/completion dates, and client references.
  - 3.1.4. A qualification statement (resume) of key technical support personnel. The name, phone and fax number of consultants, sub-consultants who or may be assigned, proposed, to provide services.
  - 3.1.5. 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.
  - 3.1.6. Responders are requested to submit a Statement of Qualification (SOQ) with Cover Letter, five (5) bound copies, in paper form, and one (1) USB flash drive of the original document (PDF format). The bound copy shall be 8½ x 11 booklet format using tab sheets to divide sections.
  - 3.1.7. Responders to this RFQ may reply with an electronic submittal (PDF format), however, it shall be the responder's responsibility to verify receipt and accuracy of the submittal on or prior to the due date.
  - 3.1.8. Relevant questions may be submitted via mail, email, or fax to:

Bob Faires, SL&W Director  
Address #1: P.O. Box 4773, Seneca SC 29679-4773  
Address #2: 251 East North Second Street, Seneca SC 29678  
Email: [rfaires@seneca.sc.us](mailto:rfaires@seneca.sc.us)  
Fax: 864.885.6012
  - 3.1.9. Questions/answers/representations per telephone or verbal conversation shall be non-binding and should be secured in writing.

### 5.0 REVIEW CRITERIA

RFQs submitted by the deadline will be reviewed by the City of Seneca, and the responses will be evaluated on the following criteria:

- 5.1 Firm location, workload, and size. (Maximum 10 points)
- 5.2 Firm qualification and related experience/background with federally funded projects, and history of developing successful projects of similar scope. (Maximum 30 points)
- 5.3 Demonstrated experience in public utilities, completing the work, and manage projects within budgetary constraints. (Maximum 30 points)
- 5.4 Key personnel qualification, availability, and role/interaction in the project. (Maximum 15 points)
- 5.5 Overall team experience, References. (Maximum 15 points)

## **6.0 GENERAL TERM AND RESERVATION OF RIGHTS**

- 6.1 A panel will review the qualifications submitted. During the review and evaluation process the panel may request additional detailed information from respondent(s).
- 6.2 SL&W reserves the right, at its sole discretion, to make its selection solely on qualifications submitted and is not required to conduct a formal interview process. The panel may request an interview to clarify and/or gain additional information.
- 6.3 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.
- 6.4 The City 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.
- 6.5 The City 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.
- 6.6 Further, the City 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.
- 6.7 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.
- 6.8 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.
- 6.9 Respondents are asked not to contact City staff or elected official in reference to this process. Information will be released at the appropriate time.
- 6.10 Written notification of the selected firm will be sent to all responding firms.

6.11 SL&W, as a result of this solicitation, reserves the right to issue contracts to multiple vendors. SL&W will, in its sole discretion, determine the number of contracts awarded and the awarded contract(s) will continue until terminated at the sole discretion of SL&W.

**SCHEDULE - SELECTION PROCESS**

RFQ Initial Issued	Tuesday, March 15, 2022
Additional Questions due by 4:00 pm	Friday, April 1, 2022
RFQ Update Issued	Wednesday, April 5, 2022
Responses Due by 4:00 pm	Friday, April 8, 2022
Firms Ranked/Recommended	Thursday, April 15, 2022
Firm Interviews (If needed)	April 19-22, 2022
Public Notification/Firm Selected	Wednesday, April 27, 2022