

# **REQUEST FOR QUALIFICATIONS**



## **Professional Services for Municipal Utilities Cost of Service Study**

**RFQ 2021-002 CSS\_FD**

**Due Date: May 14, 2021  
5:00 PM EST**

**City of Seneca  
221 E. North First Street  
P.O. Box 4773  
Seneca, South Carolina 29679**



**CITY OF SENECA, SOUTH CAROLINA  
REQUEST FOR QUALIFICATIONS**

**Professional Services  
for  
Municipal Utilities Cost of Service Study**

**1. INVITATION**

The City of Seneca request the submittal of ‘Statement of Qualification’ (SOQ) from firms with expertise in all phases of the comprehensive development of a Cost of Service and Rate Study associated with municipal utilities and operations.

The City provides water service to 15,907 customers, electric service to 6,794 customers, and 5,820 customers receive wastewater services. Firms with relevant experience and qualifications are encouraged to submit their statement of qualification in writing not later than 5:00 PM EST, Friday, May 14, 2021.

**2. PROJECT DEFINITION**

The purpose of this RFQ is to identify a qualified firm that is the most capable of providing professional services to lead and facilitate the development of a comprehensive ‘Cost of Service and Rate Study’ associated with municipal utilities (electric, water, and wastewater) operation.

**3. GOAL**

A ‘Statement of Qualification’ (SOQ) is desired from prospective Service Providers listing their qualifications to provide the services described in this document. The selected Respondent will discuss and clarify with the City of Seneca the cost breakdown of the provided utility services, as well as other service categories, as needed.

3.1. Develop a ‘Cost of Service and Rate Study’ across current utility operations to determine the actual cost of providing and delivering electricity, water, and wastewater service to the various classes of customers (residential, commercial, industrial, government units, etc.); and make recommendations for a rate structure methodology within the City’s utility department (*Light, Water & Sewer*) structure.

- 3.2. Establish a scope of work resulting from this RFQ to include, but not be limited to, a comprehensive Cost of Service and Rate Study for the City's seven (7) remaining Departments (*Sanitation/Recycling/Street, Recreation, Fire, Police, Planning & Development, Municipal Court, and City Administration*).
- 3.3. Customize a program for each Department.
- 3.4. Evaluate quality and compatibility of the City's current system.

#### 4. 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.

- 4.1. All statement of qualification should contain the following:
  - 4.1.1. A written expression of interest and availability; identification of the official, or lead person representing the team who can legally act for the company.
  - 4.1.2. 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.
  - 4.1.3. A qualification statement (resume) of key technical support personnel. The name, phone and fax number of consultants, sub-consultants proposed to provide services.
  - 4.1.4. 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.
  - 4.1.5. 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.
  - 4.1.6. 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.
  - 4.1.7. Relevant questions may be submitted via mail, email, or fax to:

Joshua Riches, Finance Director  
Address #1: P.O. Box 4773, Seneca SC 29679-4773  
Address #2: 221 East North First Street, Seneca SC 29678  
Email: [jriches@seneca.sc.us](mailto:jriches@seneca.sc.us)  
Fax: 864.885.2701
  - 4.1.8. 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 history of developing successful projects of similar scope. (Maximum 30 points)
- 5.3 Demonstrated experience in estimating probable costs, experience with public utilities, and completing the work. (Maximum 20 points)
- 5.4 Key personnel qualification, availability, and role/interaction in the project. (Maximum 10 points)
- 5.5 Overall team experience in Cost of Service Studies. (Maximum 30 points)

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

- 6.1 A panel will review the qualifications submitted. The panel may request additional 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.

**SELECTION PROCESS/SCHEDULE**

RFQ Issued Update	Wednesday, April 28, 2021
Additional Questions Due by 5:00 pm	Friday, May 7, 2021
Responses Due by 5:00 pm	Friday, May 14, 2021
Firms Ranked/Recommended	Wednesday, May 19, 2021
Firm Interviews (If needed)	May 24-28, 2021
Public Notification/Firm Selected	Wednesday, June 2, 2021
Project Completion	January 31, 2022