

Pre-Approved Design Firms & Contractors for the City of Columbia

The following documents include:

- City's list of pre-approved design firms
- Criteria for being added to the approved design firms list
- Link to City's list of pre-approved contractors
- Criteria for being added to the approved contractors list

Columbia Water's Approved Water
and Wastewater Design Firms

The following list of Engineering Firms are pre-approved to work on water and wastewater relocation designs for the Columbia Water's Water and Wastewater Systems.

Firm	Address	Phone
Black and Veatch	1411 Gervais Street, Suite 125, Columbia, SC 29201	(864) 254-0649
Goodwyn Mills Cawood (GMC)	1219 Wayne Street Columbia, SC 29201	(803) 766-1235
Hazen and Sawyer	1122 Lady Street, Suite 1230, Columbia, SC 29201	(803) 779-0001
Thomas & Hutton	1501 Main Street, Suite 760 Columbia, SC 29201	(803) 451-6789
Weston & Sampson	1201 Main Street, Suite 1850 Columbia, SC 29201	(803) 667-9904
AECOM	101 Research Court Columbia, SC 29203	(803)254-4400
Mead and Hunt, Inc.	878 South Lake Drive Lexington, SC 29072	(843) 213-3268

Criteria and Standards
for Engineering Consultants to be Added to
Columbia Water's List of Approved Water
and Wastewater Design Firms

The City of Columbia (CITY) maintains a list of approved engineering design firms considered qualified to perform water and sewer facility relocation designs within the CITY's water and sewer systems. An engineering design firm (CONSULTANT) not currently on the CITY's list may request to be added by submitting a Statement of Qualifications (SOQ) as detailed below.

Written SOQ's shall include all of the information required in this document and may include any additional information that the respondent deems pertinent to the understanding and evaluation of the SOQ. CITY shall review the submittal and may approve, or not approve, the firm for addition to the list of Approved Water and Wastewater Design Firms. Submittals shall not exceed 50 pages and shall include the following information:

A. Cover letter and Company

Overview Name of primary
contact

- i. Address
- ii. Telephone number
- iii. Email

B. Executive Summary

Explanation as to why the CONSULTANT is qualified to provide the services as outlined herein for the CITY. This should include any highlights, benefits, conclusion, assumptions, or general recommendations of the proposal.

C. Project Experience and Qualifications

Consultant must have at least five (5) years of experience in utility relocation design services to include the following:

- Water mains and sewer force mains 6-inch to 30-inch in diameter
- Gravity sewer lines 8-inch to 16-inch in diameter
- Trenchless crossings in casing up to 48-inch in diameter
- Duplex sewer pump stations up to 500 gpm

In addition, CONSULTANT shall have:

- I. Experience engaging with SCDOT in the efforts of utility relocation process.
- II. Knowledge of roadway and drainage design processes and with road construction.

Provide a summary of the company's qualifications referencing relevant experience and capabilities. Provide qualifications and experience for key personnel who will work on the project. Clearly identify the project manager and include a detailed resume. Describe the relevant experience in developing water main, gravity sewer, and sewer force main relocation plans within transportation improvement projects.

Resumes for all key project personnel must be included and show at least the following:

1. Name, specialty, title, and design team role.
2. Description of relevant experience in similar projects, whether completed or in process, and whether any of this experience has been in the State of South Carolina.

D. Project Approach and Ability to Carry Out the Project

- Describe Consultant's approach to gathering data, defining and evaluating relocation alternatives, and producing design documents.
- Describe Consultant's record of meeting critical deadlines for services substantially similar to the services outlined above.
- Describe Consultant's Quality Assurance (QA)/Quality Control (QC) procedures that are used on each design project.
- Describe accessibility of project manager and key personnel.
- Describe ability to meet accelerated timeline and budget restraints.

E. References

Include four references from services performed within the past five (5) years. The City of Columbia shall **NOT** be used as a reference. The references must have used your firm for services outlined in Item C above. Include the following information for each reference.

- Name of client
- Name of primary contact
- Address
- Telephone number
- Email address
- Services provided

Each reference is required to complete a **Reference Questionnaire**

(Appendix VII) and the questionnaire shall be submitted with your response. Failure to return the Reference Questionnaire may result in non-approval.

F. Appendices

The following forms shall be included in one's submittal unless specified otherwise below:

- a. Appendix V- Business Information Statement
- b. Appendix VI- Conflict of Interest Statement
- c. Appendix VII- Reference Questionnaire

All responses should be submitted to:

City Engineer
Columbia Water
Department of Engineering
PO Box 147
Columbia, SC 29217

APPENDIX V -BUSINESS INFORMATION STATEMENT

Applicant Name: _____

Applicant Headquarters Address: _____

Applicant Local Office Address: _____

Applicant Phone No.: _____ Fax No.: _____

Tax ID No. (Soc. Sec. No., if Sole Proprietor): _____

Person who can respond authoritatively to any questions about this statement:

Name: _____ Title: _____

Phone: _____

Select One: Corporation Sole Proprietor Partnership

Joint Venture Other (Indicate)

1. Organization

A. How many years has your organization
Been in business under its present business name? _____

B. Under what other former names has your organization operated?

C. If your organization is a corporation, please indicate:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s):

Secretary's Name: _____

Treasurer's Name: _____

- D. If your organization is a partnership, please indicate:
Type of partnership (if applicable): _____
Date of organization: _____
Name(s) of general partners: _____

- E. If your organization is a sole proprietorship, please indicate:
Date of organization: _____
Name of owner: _____
- F. If the form of your organization is other than those listed above, describe it and name the principals:

- G. Submit a copy of the Applicant's current organization chart showing numbers of employees by discipline and the names and titles.
- H. Is the Applicant related to another firm as a parent, subsidiary or affiliate?
Yes No
- If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

1. Judgments:
Has the Applicant or any officer, director or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management?
Yes No
If yes, provide details on any such judgment.

- J. Contract Compliance:
Has your firm been found to be insubstantial noncompliance with the terms and conditions of prior contracts with City of Columbia without good cause?

Yes No

If yes, provide details of such instance.

Has your firm been found to be in substantial noncompliance with the terms and conditions of prior contracts with any other public body without good cause?

Yes No

If yes, provide details of such instance.

K. Convictions:

Has the Applicant or any officer, director or owner thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting?

Yes No

If yes, provide details on any such conviction.

L. Debarment:

Is the Applicant or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency or another state or agency of the federal government?

Yes No

If yes, provide details.

2. Confidential and Proprietary Information

Information submitted is subject to review under the Freedom of Information Act (FOIA). Please clearly disclose at the top of each page if the information contained on such page is proprietary information.

Submitted by:

Date:

APPENDIX VI - CONFLICT OF INTEREST STATEMENT

I, _____ (Consultant) certify, under penalty of perjury, that to the best of my knowledge and belief;

1. No circumstances exist which cause a Conflict of Interest in performing the services required by the Request for Qualifications (RFQ) or the Agreement to which this statement is attached, and
2. Failure to disclose any affiliation or relationship described herein shall be deemed a material misrepresentation and reason for Offeror and Offeror's firm to be disqualified, suspended, and/or excluded from participating in this and any future solicitation and procurements as well as removal from the City of Columbia vendor database. It may further result in termination of any contractual relationship with the City of Columbia and may be grounds for disciplinary action, fines, penalties, imprisonment, or civil suit to be brought against Offeror or Offeror's firm.
3. That no employee of the City, nor any member thereof, nor any public agency or official affected by the RFQ or the Agreement to which this statement is attached, has any pecuniary interest in the business of the responding firm or his subconsultant(s) has any interest that would conflict in any manner or degree with the performance related to such Agreement.
4. The Consultant warrants that he and his subconsultant(s) have not employed or retained any company or person other than a bona fide employee working solely for the responding firm or subconsultant(s) to solicit or secure an agreement with the City of Columbia, as related to the RFQ or the Agreement to which this statement is attached, and that he and his subconsultant(s) have not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the responding firm or his subconsultant(s) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of such Agreement.
5. You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed Agreement and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a Consultant's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the City may withhold the award of this Agreement. Before withholding award on these grounds, an Offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to this solicitation, a proposed subcontractor or an affiliated business.
6. By signing, you certify that you have and will comply with, and have not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (Ethics

Act). The City may rescind any Agreement and recover all amounts expended as a result of any action taken in violation of this provision. If Consultant participates, directly or indirectly, in the evaluation or award of public Agreements, including without limitation, change orders, or task orders regarding a public Agreement, Engineering Consultant shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the Procurement Officer at the same time the law required the statement to be filed.

7. Any actual or potential conflicts of interest must be disclosed below. Attach additional paper if necessary.

Company Name: _____

By: _____

Print Name: _____

Title: _____

Date: _____

Subscribed and sworn to before me

this _____ day of _____, 20 _____

(Notary Public)

My commission expires _____

APPENDIX VII- REFERENCE QUESTIONNIARE

Firm Name: _____

Please answer the questions below in reference to the firm listed above. You are receiving this reference because the firm has provided utility relocation design or similar services for you within the past five (5) years. Your response to the questions below will be most helpful in the selection process. (Please print legibly)

1. Did the firm provide utility relocation design services for your entity in the past five (5) years? If the firm provided other services please state.

2. Did the firm provide these services for you in the past 5 years?

3. Who was the point of contact for these services?

4. Please provide a general overview of the services the firm performed.

5. Did you experience any performance-related issues during the term of your engagement? If so, please explain in detail.

6. Now, after working the firm, are there any things that you wish you had known in advance, before contracting with them?

7. On a scale of 1 to 5, with 5 being the highest, how satisfied were you with the services provided by the firm? If rated less than 5, please state the reason.

1 2 3 4 5

To be completed by the person completing this Reference Questionnaire

Reference Entity Name: _____

Contact Name: _____

Contact Signature: _____

Address: _____

Email: _____

Phone Number: _____

Columbia Water's Approved Water and Wastewater Contractors

The list of Contractors that are pre-approved to work on water and wastewater projects for the City of Columbia changes on a regular basis. This list is maintained on the Columbia Water website at the below LINK. This link is provided so that the most current list may be accessed.

<https://columbiawater.wh1.idfsites.com/wp-content/uploads/2020/01/2020-CITY-OF-COLUMBIA-ENGINEERING-DEPT-APPROVED-LIST-OF-CONTRACTORS.pdf>

The criteria for being added to the list of approved Contractors follows.



Engineering/Administration
PO Box 147 | Columbia, SC 29217 | (803) 545-3400

RE: Approved List of Contractors for Main Line Tap and Meter Installation

In order to move forward with the review process, please provide the following information:

1. List the material and size of pipe your company has experience tapping.
2. List the size of meters your company has experience installing.
3. List references with contact information from other municipalities where your company has performed this type of work.
4. List, at a minimum five (5) taps and five (5) meter installations under the supervision of an approved contractor and observed by the City of Columbia, Engineering Department's Construction Management staff.
5. Proof of certification for asbestos abatement required for tapping asbestos cement pipe.
6. Insurance requirement is attached, the requirement for insurance coverage will not be necessary until the Director of Engineering has completed review of the above; experience and references.

Please submit this information to Michelle.Brazell@ColumbiaSC.gov

Best regards,

Michelle Brazell

Michelle Brazell
Assistant Engineering Administrator

Enclosure: Criteria and Standards

ColumbiaSCWater.Net





Criteria and Standards for Contractors to be Added to Approved Contractors' List

This process identifies required criteria and standards to qualify experienced contractors for the City of Columbia's approved contractors' list for mainline taps and the installation of water meters. The city will review all information provided and will rely on any prior experience with the applicant to make a final determination. Submittal of required information does not guarantee the applicant will be approved. The following information must be provided to the City of Columbia and approved by the Director of the Engineering department:

- Copy of Contractor's License
- List material and size of pipe your company has experience tapping.
- List the size of meters your company has experience installing
- List (at least three) references with contact information from other municipalities where your company has performed this type of work.
- List any projects that you have completed for the City of Columbia
- Proof of certification for asbestos abatement required for tapping asbestos cement pipe.
- Insurance requirements, as listed below:

The Approved Contractor's List will be divided into two (2) categories:

1. **Main Line Taps and Water Meter Installation** – Insurance Requirements are as follows:
 - a. A separate general liability policy naming the contractor or the person who will be performing activity as insured and also naming the city as an additional insured in an amount not less than **\$1,000,000.00** per occurrence and **\$2,000,000.00** aggregate limit for bodily injury, personal injury, property damage and products completed operations. (Coverage shall be at least as broad as provided for in the most current version of the Insurance Services Office Form applicable to such policy; and
 - b. An excess liability policy naming the contractor or the other person who will be performing the activity as insured and also naming the city as an additional insured in an amount not less than **\$10,000,000.00** for bodily injury , personal injury, property damage and products completed operations. (Coverage shall be at least as broad as provided for in the most current version of the Insured Services Office Form applicable to such policy.

2. **Meter installation** – Insurance Requirements are as follows:

Liability Insurance.

- (1) To ensure the identification required by subsection (a) of this section, each permittee, except utility companies regulated by the state public service commission, shall provide the city, prior to the issuance of any permit, proof of liability insurance as follows:
 - a. A separate general liability policy naming the contractor or the person who will be performing the activity as insured and also naming the city as an additional insured



Criteria and Standards for Contractors to be Added to Approved Contractors' List

in an amount not less than **\$300,000.00** per occurrence and **\$600,000.00** aggregate limit for bodily injury, personal injury and property damage. (Coverage shall be at least as broad as provided for as provided for in the most current version of the Insurance Services Office Form applicable to such policy.)

- (2) An applicant for a permit may elect not to provide an owner's and contractor's protective liability policy as required by subsection [\(b\) \(1\) a of this section](#), but if such election is made the limits of liability required on the general liability policy required by subsection (b)(1)b of this section shall be no less than **\$1,000,000.00** per occurrence and **\$2,000,000.00** aggregate limit for bodily injury, personal injury and property damage.
- (3) An applicant for a permit may further elect not to provide any proof of liability insurance to the city as required by subsection [\(b\) \(1\) or \(2\) of this section](#), but if such election is made an indemnity surety bond in an amount not less than **\$4,000,000.00** and approved as to surety and form by the city attorney shall be filed in lieu of the required insurance.

Reference:

Code of Ordinances City of Columbia, SC – Chapter 11: Licenses, Permits, and Miscellaneous Business Regulations; Article III.-Contractors; Section 11-71. – Permit, indemnification and insurance requirements for work affecting streets or other public property.