



We Are Columbia

City of Columbia *Smart City Initiative*

RFI001-18-19-RTB

November 12, 2018



City of Columbia, South Carolina  
**Request for Information**

RFI001-18-19-RTB  
*Smart City Initiative*

**Important Dates:**  
**Issuance Date: November 12, 2018**

Requests for additional information and questions should be submitted by  
**November 19, 2018 at 12:00 P.M. to:**

<https://columbiasc.ionwave.net/Login.aspx>

Responses should be submitted electronically to <https://columbiasc.ionwave.net/Login.aspx>

**Deadline for all Submittals: December 10, 2018 at 11:00 AM**

Submit five (5) original copies of your response and

One (1) electronic version to:

City of Columbia/Department of Procurement and Contracts/ Raymond Brindle

Attn: RFI001-18-19-RTB

*Smart City Initiative*

1800 Main Street, 2nd Floor

Columbia, SC 29201

*Raymond Brindle*  
Contracts Specialist II

**IMPORTANT:** This is a Request for Information (RFI) only and should not be misconstrued as a Request for Proposal (RFP). The purpose of this RFI is to gather information that may, or may not be used in a future Request for Proposal and/or Invitation for Bid. Cost and pricing data should not be included with your response. This RFI will not result in a contract award.

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## **I. GLOSSARY OF TERMS**

**Addendum/Addenda:** A written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid/pre-proposal conference or as a result of a specification or work scope change to the solicitation.

**Administration:** Performance of executive duties

**Amendment:** An agreed addition to, deletion from, correction or modification of a document or contract. To revise or change an existing document; a formal revision, improvement or correction.

**Appointment:** A meeting with a company, and the executive with oversight or responsibility of location decisions, that has a plan to expand or relocate to the East Coast/Southeast within 24 months.

**Assignment:** Legal transfer of a claim, right, interest or property.

**Capability:** The ability of a bidder to fulfill the contract at time of award.

**City-** City of Columbia, SC, also known as the “Owner” or “Utility”

**Consultant:** 1. To work or serve in an advisory capacity. 2. A person or company that possesses unique qualifications that allow them to perform specialized advisory services usually for a fee.

**Cost:** The actual expenses incurred in delivering a product, service, or construction; includes both direct and indirect costs, but does not include fee or profit for the firm.

**Deliverable:** The completion of a milestone or the accomplishment of a task. Deliverables are used to measure successful performance.

**Descriptive Literature:** Information, such as charts, illustrations, brochures, and technical data, furnished by a bidder, on request as part of a bid, to describe the items offered; shows the characteristics or construction of a product, or explains its operation to determine the acceptability of the item.

**Late Bid/Proposal:** A bid, proposal, withdrawal, or modification received, at the designated place for receipt, after the established due date and time. Procurement policies should be established in order to provide guidance regarding how late bids/proposals are handled administratively. In most public entities, late bids/proposals are not opened and may be returned to the bidder/proposer advising that the bid was received late (after the due date and time) and cannot be accepted.

**Mandatory:** Obligatory, required by order, a provision that may not be waived.

**Mission:** A baseline outreach effort to pursue meeting(s) with potential investors.

**Offeror:** The person/entity who submits a proposal in response to a Request for Proposals (RFP). One who makes an offer in response to a solicitation. Term Bidder is interchangeably throughout this RFP. Also see definition of a Responsible and Responsive Offeror/Bidder.

**Price:** The total amount, in money or other consideration, to be paid or charged for a commodity or service; normally includes all costs (direct labor, overhead, materials) and profit or fee.

**Proposal:** A proposal is a document submitted by a vendor in response to some type of bid solicitation to be used as the basis for negotiations or for entering into a contract.

**Qualified Lead:** A qualified lead will be considered any prospect with a valid business purpose to talk to the City of Columbia with the intent of building a relationship. Prospects do not need an immediate tangible project to be considered as having a valid purpose to talk to the City, but a project should be in the pipeline where the City would be considered. Prospects identified as “qualified leads” will be contacted. The goal is to create opportunities for economic development professionals to lay the groundwork for mutually beneficial relationships with potential investors.

**Request for Information (RFI):** A non-binding method whereby a jurisdiction publishes via newspaper, Internet, or direct mail its need for input from interested parties for an upcoming solicitation. A procurement practice used to obtain comments, feedback, or reactions from potential responders (suppliers, contractors) prior to the issuing of a solicitation. Generally, price or cost is not required. Feedback may include best practices, industry standards, technology issues, etc.

**Request for Proposal (RFP):** The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. May be a single step or multi-step process. Introduced in the Armed Services Procurement Act of 1962 as well as by the Competition in Contracting Act of 1984.

**Responsible Bidder/Offeror:** Also referred to as Responsible Proposer or Respondent. A firm, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

**Responsive Bidder/Offeror:** Also referred to as Responsive Proposer or Respondent. A firm, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

**Short List:** Names of candidates that have been narrowed considerably from a longer list of top-ranked Offerors.

**Solicitation:** An invitation for bids, a request for proposals, telephone calls or any document used to obtain bids or proposals for the purpose of entering into a contract.

*(Definitions above provided by the National Institute of Governmental Purchasing, Free*

*[Dictionary.com](#), [Merriam-Webster.com](#) & [Business Dictionary.com](#))*

## **II. OVERVIEW**

Cities are complex systems with complex challenges, and the City of Columbia, South Carolina is no exception. The City of Columbia, a *World-Class City*, is challenging itself to become a *smarter* city by the combined use of software systems, server infrastructure, network infrastructure, computer technologies, and building new partnerships. The City must become “smarter” as our citizens, communities, and businesses increasingly rely on technology to overcome challenges.

The goal of becoming a smarter city is challenging our City departments and technology teams to identify and evaluate emerging technologies and engage key internal and external stakeholders. The City of Columbia is creating a thriving, 21<sup>st</sup> century city for all, and we can only get there with partners invested in our City and its infrastructure. These sorts of collaborations will enable us to explore how best to turn data, design and technology into public value. Therefore, we want to hear your ideas on how to do this. We have tens of thousands of assets in the public right of way that could potentially become connected and *smart*. Some assets are easier than others to access such as streetlights and fire alarm boxes. The harder to access include things like parking meters and benches that line our heavily traveled and beloved streets.

The City of Columbia encourages individuals with expertise in developing *smart city* technologies to respond to this RFI. It will help us develop our strategy and future investment plans. We are not looking for pitches that oversell products; we are looking for partners who have good ideas on how to solve challenging problems. Please respond in this spirit.

## **III. INTRODUCTION**

The City of Columbia (herein after referred to as the “City” or “Columbia”) is the capital and the second largest city in the State of South Carolina, with a population estimate of roughly 134,309. Downtown Columbia is the regional hub for commerce, employment, entertainment, and recreation in the South Carolina Midlands and the Metropolitan Columbia area.

The City is located in close proximity to Interstates 20, 26, 77 and 126, US Routes 321, 378, 1, and US 277. Columbia’s Central Business District allows for easy access to a number of nationally recognized landmarks and tourism sites in the City and the region. Downtown Columbia is home to a number of museum and civic centers including the Columbia Museum of Art, the EDventure Children’s Museum, the South Carolina State Museum, the South Carolina State House, the Koger Center for the Arts and the newly renovated Richland Main Library. Downtown Columbia is also a hub for economic and business interests in the region housing a dozen hotels, the 142,500 square foot Columbia Convention Center, an Amtrak station, and the Columbia Metropolitan Airport. The City of Columbia is also home to Fort Jackson, the main basic training center for the United States Army, which brings tens of

thousands of soldiers and their families to the City each year. Riverbanks Zoo is located within the municipal limits and Congaree National Park, South Carolina's only National Park, is a short drive away. Columbia is located within a convenient drive to many of the Southeast's large cities: Charlotte, Asheville, Atlanta, Savannah, Augusta, and Charleston.

#### **IV. GOALS AND OBJECTIVES**

The intent of this RFI is to receive informational proposals from knowledgeable Consultants/Contractors with ideas of how to efficiently incorporate smart technologies into the City's urban infrastructure. The proposal must be able to leverage smart technology to improve our citizens' quality of life, health, safety, and economic prosperity, by focusing on projects that promote sustainability, mobility, accessibility, resiliency, and transparency.

We hope that the smart technologies proposed will create systems that are more efficient, make for better-informed citizens, and move the City from departmental solutions to a citywide approach to solving problems and improving community benefits for all citizens. We are also hopeful that smart technologies will create a more vibrant city to live, work, and play; with enhanced opportunities for economic development, resource efficiency, sustainability mitigation, and community engagement.

The City of Columbia's City Council adopted the vision statement *Envision Columbia* <https://www.columbiasc.net/city-council/envision-columbia> that encompasses the following seven focus areas: Attracting & Retaining Talent, Planning Together, Connecting Our Community, Empowering Our Residents, Economic Prosperity/Endless Possibilities, Enhancing Columbia's Neighborhoods, and Leading the Way in Innovative & High Quality Municipal Services. In order to realize our vision, as a City, we are focusing on five goals that align with our Vision Statement. These goals should be incorporated into aspects of each submitted response. The Goals are as follows:

- **Goal 1-** Grow opportunities for entrepreneurship, business development and a skilled workforce to achieve a healthy economy
- **Goal 2-** Connect the City's neighborhoods and business districts through cohesive land use, infrastructure development, and transportation planning
- **Goal 3-** Foster a healthy quality of life focusing on safety, culture, and recreation
- **Goal 4-** Collaborate and partner with entities within the Midlands region to become the state's prime destination for residents, visitors, and businesses
- **Goal 5-** Provide high quality municipal services, efficiently, effectively, and responsively.

Keeping the City’s vision and goals above in mind, there are no shortage of possibilities in a *smart* and connected world!

## V. INSTRUCTIONS TO OFFERORS

Interested Consultants/Contractors must register and submit a response through eBidcolumbiasc, the City’s e-Procurement System at <https://columbiasc.ionwave.net/Login.aspx> by the date and time listed herein. The City is not responsible for late responses caused by any method of delivery. Responses received after the designated time will not be considered.

In addition to submitting responses through eBidcolumbiasc, deliver one (1) original **UNBOUND** copy, five (5) bound hard copies and one (1) digital copy (i.e., CD or thumb drive), to the address on the cover of this RFI. Responses should be prepared simply and economically, providing a straightforward and concise response to satisfy the requirement of this RFI. Responses should be clearly labeled on the outside of the envelope and labeled as follows:

City of Columbia/Department of Procurement and Contracts/ Raymond Brindle  
Attn: RFI001-18-19-RTB  
*Smart City Initiative*  
1800 Main Street – 2nd Floor  
Columbia, SC 29201

## VI. MANDATORY REQUIREMENTS AND SUBMITTAL FORMAT

### 1. Cover Page

Provide a cover page that includes: Company Name, Address, Point of Contact (Email Address and Phone Number); RFI001-18-19-RB *Smart City Initiative*; Date of Submission, and include the signed certification below:

I certify that this is a response to an RFI and at the discretion of the City of Columbia; the information provided may be used in future oral and/or written supports/solicitations in an effort to aid in the selection of Smart City Projects within the City. This proposal is submitted without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of the proposal and certify that I am authorized to submit this proposal.

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Authorized Signature (Print)

Authorized Signature w/ Title

E-mail Address

## 2. Requested Information

The intent of this RFI is to receive informational proposals from knowledgeable Consultants/Contractors with ideas of how to efficiently incorporate *smart* technologies into the City's urban infrastructure.

Limit your proposal to no more than ten potential *smart city* projects/services you envision for the City. These ten potential projects should each include, but are not limited to, a Project Overview, Stage of Development, Deployment Plan, Technical Specifications, Business Model, and an Evaluation. Appendix A should be used as a guide when you prepare your response. Answering the questions from Appendix A in your submittal will enable us to understand your vision for our *World-Class City*.

The information requested under Appendix A shall be bound in a single document with a front and back cover. Each page shall be typed in Calibri or Times New Roman in a 12 pt. font size on standard 8 1/2 x 11 paper.

Each section shall be identified separately and in the order shown as listed below:

## 3. APPENDIX A: YOUR RESPONSE

At a minimum, please include/discuss the following in your proposal:

1. Company/Consultant Overview
2. Suggested *Smart City Initiative* Projects:
  - a. No more than 10 projects identified in one submittal.
  - b. Discuss how to meet the vision and goals of the City.
3. Qualifications/experience developing and implementing *smart city* initiatives.
4. Past Performance
  - a. Identify where your company implemented suggested *smart city* initiatives.
  - b. Discuss level of success and lessons learned implementing *smart city* technologies.
5. Three examples of projects you've implemented in other cities.

### Company Overview

Provide a company overview that provides general background information regarding your company including a summary of previous experience in developing and implementing *Smart City* initiatives.

### Suggested Smart City Projects:

- No more than 10 projects identified in one submittal.

### **Project Overview**

Identify no more than 10 Smart City projects for the City, and discuss how they represent the vision and the goals for the City. Provide ideas/designs that help us understand how the projects would work in the public right of way. Provide examples of where the ideas have been implemented - if they have been - and what the results have been. Also detail the scale and scope of the projects.

Include, if desired, communication materials, including newsletters, brochures, posters, and websites for review of products, tools and services available. Supporting material may include references and case studies, and may include other information pertinent to the proposal, such as reports and analysis of an implementation of proposed technologies.

### **Stage of Development**

Let us know the stage of development for each smart city initiative. Is this an initiative that has been tried before? What were the lessons learned? Is this a product in the lab that you want to pilot on a block? Has this been piloted and you want to take it to scale? Has it been taken to scale elsewhere and you want to bring it to the City of Columbia?

### **Deployment Plan**

Please let us know what assets or infrastructure this technology would need and the pros and cons of each. Tell us if you think there are areas of the City the technology would work particularly well in and why.

### **Technical Specifications**

Provide technical specifications for the initiatives, including power and communication technology. Describe how data ownership, security, and privacy can be addressed.

### **Business Model**

If one exists, describe any business model for funding this idea including any commercial services offered, other revenue generating mechanisms, or partner vendors. If there is no business plan, please help us understand the level of resources your idea would take to pilot or scale. In either case, please provide a general timetable for design and construction.

### **Evaluation**

Please provide an evaluation of your ideas strengths and weaknesses.

## **VII. INQUIRIES**

All interested parties are strongly encouraged to submit your questions, comments or concerns regarding this RFI prior to the submittal deadline. Using City of Columbia SC eBid, user must be logged in and submit questions under the Bid, click “Bid Questions and Answers.”

No questions may be directed to or contacts made with the Mayor, members of City Council, the City Manager, and other City staff not identified in this RFI as points of contacts during the period of time that this RFI is made public, except as otherwise provided for herein.

## **VIII. TENTATIVE TIMELINE FOR RFI**

Issue RFI	November 12, 2018
Final Date to Submit Questions	November 19, 2018
Submittals Due	December 10, 2018

## **IX. GENERAL PROCUREMENT INFORMATION**

### **Direct or Indirect Costs for Submittals**

This RFI does not commit the City of Columbia to pay for direct or indirect costs incurred in the preparation or presentation of a response. All respondents will pay the direct or indirect costs incurred in preparing their proposals, making presentations, participating in interviews and for travel and accommodations.

### **Information Only**

This request for information (RFI) is issued solely for information gathering and planning purposes. Participation in the RFI process is not a requirement for any subsequent competitive procurement, although the results of this RFI may be used to develop an RFP. The City reserves the right to refrain from issuing an RFP or any other formal solicitation document for this service. This RFI is not a formal solicitation and no contract will be awarded as a result.

### **Online Submittals**

All proposals must be submitted online as specified on the cover page.

### **Right to Cancel Solicitation**

RFIs may be cancelled prior to the submittal deadline time fixed for opening. Negligence on the part of the bidder in submitting the RFI confers no right for the withdrawal of the submittal after it has been opened.

### **Confidentiality**

Unless otherwise required by law, and until the opening of the Request for Information (RFI), all information, materials and other documents submitted by a respondent shall not be released or made available to any person or entity except City representatives assisting in this procurement process. Unless required by law, proprietary or financial information submitted to the City by a respondent will not be disclosed if the respondent visibly marks each part of the proposal that the respondent considers confidential, financial, or proprietary information with the word "Confidential."

### **Conflict of Interest**

Respondents shall promptly notify the Contracts Administrator, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the City as to whether the association, interest, or circumstance would, in the opinion of the City, constitute a conflict of interest. The City will respond to such notification by certified mail within thirty (30) days. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the City or any other conflict as may be set forth herein. No direct or indirect contact with the mayor of the City of Columbia or City of Columbia Council members will be allowed. If such contact is made, the City reserves the right to reject the submittal.

### **Ethics**

Vendor is subject to the provisions of the 1991 Ethics Reform Act (8-13-100, et seq, South Carolina Code of Laws, 1976, as amended). Under this Act, City employees are prohibited from accepting anything of value from any person. "Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

### **Non-Discrimination**

All respondents will take affirmative action in complying with all federal, state and local requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.

### **Ownership of Data/Information**

All data and other information generated by or used by the respondent in any form whatsoever, is the property of the City and shall not be used by the respondent for any purpose whatsoever except to perform the requested service.

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