



NOTICE TO ALL CONSULTING ENGINEERING FIRMS

Solicitation Number S-137-14

On Call Subsurface Utility Engineering Services (SUE)

The **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)** requests a letter of interest and a current resume of qualifications from all interested consulting firms experienced in providing **Subsurface Utility Engineering (SUE)** on an on-call basis necessary for various projects.

The selected firms may be required to provide professional engineering services including utility delineation (Quality Levels A, B, C, & D), back ground research, designating & relocating utilities, data management & delivery, design analysis & recommendation, & utility relocation design services for projects to be identified on an as-needed basis. The selected firms may also provide general utility coordination & railroad coordination services as well as training. All work performed, for this service, shall be performed under the direct supervision of a South Carolina licensed Professional Engineer or Professional Land Surveyor.

The proposed solicitation will span a three (3) year time frame. The SCDOT will select a maximum of 5 firms with a total award amount of up to \$9,000,000.00. Consultants will be evaluated and ranked based on their score during the selection process. The work may be conducted at locations in South Carolina as well as at locations throughout the US.

RFP information associated with this solicitation is located at the following link: http://www.scdot.org/doing/constructionLetting_Services.aspx

For questions, please contact the SCDOT Contracting Officer, Roberta B. Mack, at (803) 737-1256 or via email at Mackrb@scdot.org. Electronic Submissions are due no later than 2:00 PM, September 11, 2014.

ATTACHMENT A
Statewide “On-call” Subsurface Utility Engineering (SUE)
SCOPE OF SERVICES

The following items are not intended to be comprehensive or exclusive; but are merely set forth as a general SCOPE OF SERVICES of the work that is expected to be performed by the Consultant.

1. Utility Background Research, Quality Levels C & D – Includes utilizing existing plans, contacting utility companies, obtaining as-built plans, surveying aboveground utilities, and researching prior rights issues.
2. Designating Utilities, Quality Level B – Includes using geophysical prospecting techniques, including electromagnetic, magnetic, sonic, or other energy fields.
3. Locating Utilities, Quality Level A – Includes obtaining precise horizontal and vertical position of the utility line by excavating a test hole. The test holes shall be done using vacuum excavation or comparable nondestructive equipment in a manner as to cause no damage to the utility line. After excavating a test hole, the Consultant shall perform a field survey to determine the exact location and position of the utility line.
4. Data Management and Delivery – Includes assembling and presenting designating and locating information in a precise format compatible with the Department's Survey data files and Microstation CADD software for use by the Department's staff or the Department's designated Consultant.
5. Design Analysis and Recommendations - When the Consultant has performed all necessary designating, locating, and data management services, the Consultant shall determine to what extent the proposed roadway improvements will impact the existing utilities. The Consultant shall prepare a report outlining avoidance alternates, required adjustments / relocations, and cost estimates to perform those relocations.
6. Relocation Design Services - When requested, the Consultant shall prepare utility relocation design plans for inclusion in the Department's construction plans. The Consultant shall design the required utility relocations / adjustments for water and/or sanitary sewer within the designated project limits. This work shall be coordinated with the roadway design, utility owners, and other consultants / owners who are designing the relocations / adjustments for other utilities.
7. Utility Coordination – When requested, the Consultant shall perform coordination services between the SCDOT and utility owners, and prepare utility agreements in accordance with Department standards for execution by SCDOT.
8. Railroad Coordination - When requested, the Consultant shall perform coordination services between the SCDOT and the railroad owners, and prepare railroad agreements in accordance with Department policy for execution by SCDOT.
9. Training - The Consultant shall participate in and conduct portions of training sessions for Department Utilities Office personnel and others.

Supplemental Information for Subsurface Utility Engineering (SUE) Services

Solicitation Number S-

The proposed solicitation will span a three (3) year time frame. The SCDOT will select up to three (3) firms with a maximum award amount of up to \$3,000,000/firm. Consultants will be evaluated and ranked based on their score during the selection process. Consequently, work under each On-Call will initially be assigned based on the consultant's ranking. Once the list has been exhausted, work will then be assigned to best maintain equity in the value of work unless an exception is approved. Exceptions are warranted when specialized experience or knowledge to specific project is required and will require justification. The work will be conducted at various locations in South Carolina.

A detailed scope of services is located under this solicitation number (S-) @ http://www.scdot.org/doing/constructionLetting_Services.aspx.

In consultant selection, the SCDOT will consider and conduct a comparative ranking of the firms submitting based upon the following:

50%	Experience, qualifications, and technical competence of the staff proposed for the type of work required
25%	Past performance of the firm/team on similar type projects, responsiveness to the SCDOT, and the availability/readiness of the proposed staff
10%	Team makeup; ability of firm to perform all aspects of the services minimizing sub-consultants
10%	Familiarity of the firm/team with SCDOT practices and procedures
5%	DBE utilization plan

The proposal must contain the following: letter of interest, current resume of qualifications, a direct response to each of the selection criteria identified above, and Standard Form 330 (SF 330) as required by the Federal Acquisitions Regulations. All parts of the SF 330 must be completed in its entirety for the prime consultant, any sub-consultants and any sub-contractors.

Consultants are prohibited from submitting on multiple proposals as the prime consultant in response to this advertisement. The preceding, with the exception of SF 330, shall be limited to 20 double-spaced pages printed on one side only.

To qualify as a DBE on this project, the firm must be listed as approved for the type of work to be performed in the South Carolina Unified DBE Directory at the time of the bid submittal. The directory can be found at the following link:

All responding firms must utilize the SCDOT's new electronic proposal submission process. Information regarding Project Wise can be found at the following

link: http://www.scdot.org/doing/constructionLetting_ProjectWise.aspx. Please contact Eric Stuckey at 803-737-1003 or StuckeyEC@scdot.org to set up an account to begin utilizing the electronic submittal process.

The SCDOT selection will be based on information submitted; however, additional information and/or an interview may be required.

All responders must visibly mark as “CONFIDENTIAL” each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Proposer should be prepared, upon request, to provide justification of why such materials should not be disclosed under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, et seq.

Consultants and sub-consultants must have an SCDOT approved indirect cost rate prior to contract execution. Please refer to the following link for additional information: http://www.scdot.org/doing/contractor_Audit.aspx.

Consultants shall comply with Title VI of the Civil Rights Act of 1964. The SCDOT strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE) on this project.

The SCDOT will utilize a sequential work order allocation methodology. Work orders for specific projects will be allocated using a qualification-based approach giving consideration to each firm’s technical expertise in the work required and proximity to the location of the work. Also, in an effort to maintain continuity within each project, the firm beginning a specific project will be given priority when issuing subsequent work orders for that project (see supplemental info).

The contract will be cost plus a fixed fee with a contract maximum, or lump sum, or approved unit cost at the discretion of the SCDOT. There is no guarantee of any specific amount of work.

All electronic proposal submissions and the letter of interest should be addressed to the Contracting Officer, Room 128, at the South Carolina Department of Transportation, P.O. Box 191, Columbia, South Carolina 29202 or 955 Park Street, Room 128, Columbia, South Carolina 29201, no later than 2:00 PM,_____.