



NOTICE TO ALL CONSULTING ENGINEERING FIRMS

Solicitation Number S-152-14

I-73 Traffic and Revenue Study

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 consulting services necessary for the preparation of a traffic and revenue study for the Interstate 73 project in Marlboro, Dillon, Marion, Horry Counties, South Carolina, and Richmond County, North Carolina.

Requested services include but are not limited to: conducting complex traffic modeling and forecasting, including forecasting of revenues for bond-financed toll projects, and rendering opinions and other analyses concerning traffic and revenue projections. This may include but not limited to project management, reviewing existing information, field work and surveys, development of a travel demand models, socioeconomic analysis, opening year traffic projections, future year forecasts, development of a diversion model, sensitivity analyses, traffic and revenue forecasts, and documentation as described in the Scope of Work. The work may be phased to include the entire Interstate 73 project or the northern or southern sections. The project team should be capable of providing all services outlined above. Please note, this is not an investment grade study.

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, Wendy Hollingsworth, at (803) 737-0746 or via email at Hollingswg@scdot.org. Electronic Submissions are due no later than 2:00 PM, August 27, 2014.

PROFESSIONAL CONSULTANT SERVICES REQUEST FOR QUALIFICATION

AGENCY	South Carolina Department Of Transportation (SCDOT)
DESCRIPTION:	I-73 Traffic and Revenue Study
SOLICITATION NUMBER	S-152-14
ADVERTISEMENT DATE	July 31, 2014
CONTRACTS OFFICER (CO)	Wendy Hollingsworth (803) 737-0746 or Roberta Mack (803) 737-1256
SUBMIT YOUR RFP TO:	All electronic proposal submissions and the letter of interest should be submitted via ProjectWise electronic submittal system no later than 2:00 PM (EST), August 27, 2014 . No proposals shall be accepted after the date and time specified.

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A. PURPOSE OF REQUEST:

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 consulting services necessary for the preparation of a traffic and revenue study for the Interstate 73 project in Marlboro, Dillon, Marion, Horry Counties, South Carolina, and Richmond County, North Carolina.

Requested services include but are not limited to: conducting complex traffic modeling and forecasting, including forecasting of revenues for bond-financed toll projects, and rendering opinions and other analyses concerning traffic and revenue projections. This may include but not limited to project management, reviewing existing information, field work and surveys, development of a travel demand models, socioeconomic analysis, opening year traffic projections, future year forecasts, development of a diversion model, sensitivity analyses, traffic and revenue forecasts, and documentation as described in the Scope of Work. The work may be phased to include the entire Interstate 73 project or the northern or

southern sections. The project team should be capable of providing all services outlined above. Please note, this is not an investment grade study.

SCDOT will use a one-step evaluation process to select a consultant which to execute a contract for this Project. After evaluating the submitted RFP, the Selection Committee will recommend the three top-ranking firms in order to the Deputy Secretary for Engineering. The Deputy Secretary for Engineering will have final approval. The determination regarding how many Proposers to recommend is not subject to review or protest. Cost is NOT a factor in the ranking of consultants to provide services herein. DO NOT include any reference to consultant costs in the RFP response. Any RFP response with any discussion of cost will be disqualified. Consultants are advised that this evaluation and selection process is a competition and not simply a prequalification. Note that the contract will be a cost plus fixed fee with a contract maximum. The maximum contract period will be 120 days from Notice to Proceed.

B. SCOPE OF SERVICE:

Introduction: Traffic and Revenue Analysis Alternatives

Alternative I-Analysis of Southern Project: As shown on the accompanying figure, the Southern segment of the I-73 extends from Veterans Highway, also known as SC 22 in the Myrtle Beach/Conway area in a new alignment east of Aynor, between Mullins and Marion to intersect I-95 just west of Dillon. The major purpose of the Southern Project is to provide an interstate link between I-95 and the Myrtle Beach region to serve residents, businesses and tourists. The project improves hurricane evacuation of the coastal areas, level of service and travel times for drivers between I-95 and the resort area of Myrtle Beach and national and regional connectivity. Right of Way Plans are complete for this 42 mile section of the project. Also, construction plans are available from I-95 to U.S. 501.

Alternative II-Analysis of Northern and Southern Projects: In this alternative, The Consultant will analyze the whole I-73 corridor inside the state of South Carolina, including the scope in alternative I plus the Northern Project extending from I-95 east of Dillon to Interstate 73/74 in the Rockingham/Hamlet, North Carolina region. Less dependent on tourists, the Northern Project is part of the “high priority corridor” identified by the federal legislation to connect Detroit, Michigan to South Carolina, improving national connectivity for areas within Michigan, Ohio, West Virginia, Virginia, North Carolina and South Carolina. Conceptual plans are available for the 38 mile northern section of the project.

Task 1: Project Management/Mobilization:

Upon receiving the Notice to Proceed, the Project Manager will schedule a project kickoff meeting with key stakeholders, with the objective of updating, revising and/or defining alternatives, overall project methodology and data requirements established in this scope of work. Based on this meeting, the Project Manager will revise this scope of work and develop a Project Control Plan, outlining the identified project stakeholders, specific project procedures, project methodology, data collection needs, schedule and project contact information. Upon identification of stakeholders, the Project Manager will issue a notice to such stakeholders regarding project commencement and will request assistance on gathering existing data, when applicable.

The Project Manager will provide SCDOT project leader with progress reports on a monthly basis and will provide minutes of meetings held with project stakeholders.

Deliverable: Project Control Plan (PCP) within first 1 week following the kick off meeting, Progress reports and meeting minutes, when applicable.

Task 2: Existing Information

Task 2.1-Review of existing information: The Consultant will compile and review previous traffic reports for the study and other studies in Dillon, Marion and Horry counties and portions of Florence and Marlboro counties, existing origin-destination surveys, existing socioeconomic data reviews. Data will be compiled from the appropriate government information repositories and other available sources.

Task 2.2-Traffic Counts: South Carolina Department of Transportation (SCDOT) has permanent count stations in the study area that provide historical, seasonal and hourly counts for previous years. In addition, SCDOT has Average Annual Daily Traffic (AADT) for the primary roadway links in the study area. The Consultant will

compile data significant for the study from these sources such as daily counts to further refine the existing statewide model in the counties that the route will take and surrounding counties that may be affected by the construction of the roadway. The consultant will review this data to validate the travel demand model and replicate peak seasonal counts to develop the peak period model and for post-processing of the traffic and revenue estimates.

Task 2.3-Highway network characteristics-review and validation of supply inventory: Inventory of existing highway network characteristics and definition of an “area of influence” identifying “decision making points” where competition and the general users’ trade-offs occur. Identification of a “network supply” for potential user markets, including planned improvements to highways and bridges within the region.

Task 3: Field Work and Surveys

The following traffic surveys need to be performed:

Task 3.1 – Road Observations: The Consultant will perform a field observation of the main roads as well as competing roads. Distance and road observation, such as traffic signals, operation conditions, posted speeds, number of moving lanes, general land use characteristics and others, will be conducted. The Consultant will review aerial pictures available for the study area to complement these observations. Observation notes that are relevant will be incorporated into study.

Task 3.2 – Travel Times: Travel times will be assessed by time of day periods (AM, MD and PM) for alternate routes. Average speeds on relevant highway stretches will also be determined.

Task 3.3 – Stated Preference Survey: The Consultant will procure services for a subcontractor to perform stated preference surveys in the area. In the case that field characteristics are not representative of the peak period due to study timing; The Consultant will consult with project stakeholders and stated preference surveys may be replaced by quantitative focus groups to estimate value of time. Project stakeholders may assist the stated preference survey subcontractor in contacting and compiling information from prospective peak period users of the future

Deliverable: Field Data Collection Technical Memorandum

Task 4: Development of a Travel Demand Model

Task 4.1 – Highway Network and Traffic Analysis Zones: Focusing on the area of influence for the project, the study will use the new statewide model to develop future year scenarios. If necessary, the model’s traffic analysis zones (TAZs) will be modified, based on physical network characteristics and other socioeconomic information. The model developed during this task will represent trip characteristics of the off-peak period and will be utilized as the base model for the study.

Task 4.2 – Travel time to validate network values: Corroborate model outputs with field travel time measurements and make the necessary adjustments to calibrate the model for the base year. Specifically, a clear understanding of travel times and time-savings (or trade-offs) is to emerge in connection with the project and its area of influence.

Task 4.3 – Model Calibration: After refining the area of influence within the Statewide Model, the consultant will compare traffic assignments from the model representing existing conditions to existing counts and origin-destination results. Using speed values measured under Task 3, impedances will be adjusted to reproduce control results in accordance to accepted calibration tolerances.

Task 4.4 – Peak Period Model: Based on information received from the origin-destination Bluetooth Study, provided by the SCDOT, the traffic reports found at <http://www.i73insc.com/links.shtml>, the socio-economic analysis in Task 5 and the traffic data compiled for the peak season in Task 2, the consultant will develop relevant trip tables to replicate the tourist trips during the peak season.

Task 5: Socioeconomic Analysis

The consultant will utilize the 2040 socioeconomic data from the Statewide Model as a basis for determining any changes that may need to be undertaken, especially for TAZ’s falling within the predetermined area of influence. The consultant will also be responsible to develop 2050 socioeconomic data for the entire Statewide Model, paying

special attention to the area of emphasis. The Consultant will review local conditions by tapping into commercially available and government processed data from multiple sources. The socioeconomic study will determine the following:

- Short and long term planned developments in the study area, the type of these developments and the probability of its implementation
- General location and intensity of future development resulting from the expected growth and induced by the construction of the project
- Consideration of socioeconomic variables, historical trends and forecasts of these variable for the opening and future years
- Establishing estimates of socioeconomic distribution at the county total level

Deliverable: Socioeconomic Analysis Technical Memorandum

Task 6: Opening Year Traffic

Task 6.1 – Traffic trends: Analysis of historic traffic trends for the corridor/area, including, if applicable, other modes of transportation.

Task 6.2 – Opening Year Trip Tables: Preparation of opening –year trip tables that include diverted traffic (toll diversion model), induced traffic (trips not present at the time), and traffic generated from special generators.

Task 6.3 – AADT Traffic Estimates: The consultant will utilize the base off-peak period travel demand model and the peak period travel demand model, validated by traffic seasonal variation factors based on information obtained under Task 3 to develop AADT values for each vehicle class. Based on characteristics compiled in Task 2 and 3, the consultant may develop day of the week estimates in addition to seasonal estimates. The consultant will develop these projections for opening year of 2025.

Task 7: Future Year Forecast

The Consultant will use the travel demand and toll diversion models to develop traffic forecast for the opening year and the two future years, 2040 and 2050. Based on that, the consultant will report forecasted traffic in every year through the concession period. The Consultant will provide traffic and revenue forecasts for the period of 2025 through 2050.

Task 7.1 – Future Year Trip Tables: Using future year trip tables provided by travel demand model, with incorporation of new socioeconomic forecasts, a new set of trip tables for future years will be developed.

Task 7.2 – Competing/Contributing Transportation Improvements: Investigate plans pertaining to possible competitors or contributors in the area of influence, such as other road improvements planned or projected and/or competitive modes (e.g., bus, rail, others).

Task 7.3 – Ramp-Up Period: The opening year estimated traffic will be adjusted to account for project ramp-up based on toll operation characteristics such as electronic-toll-collection market penetration and other factors characteristic of start-up projects and/or characteristic to the area.

Task 7.4 – Future years forecast: Based on the opening year and future networks and trip tables, the traffic will be forecasted for two future years (2040 and 2050) after opening year, estimated by the developed travel demand model.

Task 8: Diversion Model

Task 8.1 – Developing a Toll diversion model: Based on travel-times on routes using the toll facility vs. not using the toll facility and the Value of Time for different purposes and vehicle classifications in the project area, a toll diversion model will be developed to estimate the traffic in the toll facility, taking into account the competing toll-free roadways. The diversion methodology will be applied to the opening year and future year models.

Task 8.2 – Pricing: Estimate the appropriate pricing for the time periods determined in the analysis, optimized based on a certain acceptable level of service in the toll facility and accompanied by optimized revenue, given the toll

collection assumed and a set of relevant assumptions. If needed, evaluate variable pricing based on season or time-of-day.

Task 9: Sensitivity Analyses

Task 9.1 – Scenario analysis: Based on set alternatives (previously defined), one additional scenario will be defined by the consultant after consultation with SCDOT. This scenario may vary key parameters such as socioeconomic data assumptions, road network improvements or the introduction of other competitive modes, different tolling schemes or systems, timing of the construction and roadway opening.

Task 9.2 – Toll sensitivity tests: For the preferred alternative (scenario), establish a framework to test sensitivities of model outputs to variations in toll (revenue-maximizing toll rates).

Task 10: Traffic and Revenue Forecast

Task 10.1 – Base case traffic and revenue forecast: Develop annual traffic estimates for the opening year and anticipated future years of the concession. The traffic projection will be adjusted to reflect variation within the week (weekday vs. weekend), seasonal monthly variations, and taking into consideration holidays and school vacations. Based on that, annual revenues will be calculated for the opening year and future years.

Task 10.2 – Scenario 2 traffic and revenue forecast: Develop annual traffic and revenue estimates by vehicle class for the opening year and anticipated future years of the concession for the alternative scenario.

Task 11: Documentation

The consultant will report its findings for this study in accordance with the following tasks:

Task 11.1 – Preparation of Draft Report: A Draft Report will be prepared to document assumptions, inputs, findings, and results. A proposed report layout would include: (I) a description of the proposed toll facility; (II) a summary of existing travel conditions; (III) summary of the socioeconomic evaluation and findings; (IV) details of project analysis; (V) the traffic and revenue forecast; (VI) sensitivity analyses; and (VII) concluding remarks.

Task 11.2 – Draft Report, review: The Draft Report will be delivered to SCDOT for review by staff.

Task 11.3 – Final Report: The consultant will evaluate and respond to comments received during the review period. Accordingly, the consultant will revise the draft report, to address the comments received during this period.

Deliverables: *Draft Report of Traffic and Revenue Study*
 Final Report of Traffic and Revenue Study

C. METHOD OF PROCUREMENT:

This is a qualifications-based selection and the contract will be competitively negotiated. Award will be given to the most responsible, responsive and most highly qualified consultant firm. Procedures for this procurement are identified in Section H, INSTRUCTIONS TO CONSULTANTS. This qualifications-based selection is based on the Brooks Act (40 U.S.C. 11).

D. SUBMITTAL FORMAT:

All responding firms must utilize ProjectWise, SCDOT's electronic proposal submission process. Information regarding Project Wise can be found @ 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. Consultants are REQUIRED to upload their submittals online through ProjectWise. Only one completed submittal per team will be accepted and shall be uploaded by lead consulting firm. Please be advised of the time required to set up new account. All requests for new accounts must be received 72 business hours prior to the proposal deadline indicated in the milestone schedule. More information is available at http://www.scdot.org/doing/constructionletting_projectwise.aspx. In the event that a consultant is unable to submit

its RFP response through ProjectWise, consultant shall contact the CO to request authorization to submit the RFP response in another format. RFP responses which do not have prior SCDOT authorization to deviate from the ProjectWise format may be considered non-responsive.

All questions regarding the scope of work in the RFP must be submitted by e-mail to the CO or as directed in the RFP. Questions shall be received a minimum of five (5) business days prior to the date and time that the proposal is due unless otherwise stated in RFP. No further questions shall be accepted after that time specified. SCDOT will strive to place all questions and their answers as an amendment on the SCDOT website within 48 hours of receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed. Oral explanations or instructions will not be binding.

The RFP response must be submitted by the date and time listed in this RFP. The response shall contain no more than twenty-five (25) double spaced pages, typed on one side only, excluding appendices. Minimum font size shall be 12-point. Responses should address each of the following proposal content requirements in the same order as listed below. The consultant may wish to include additional information. If a consultant does not submit responses to these items, their submittal may be considered non-responsive and returned without further review/evaluation. Consultants are advised that SCDOT reserves the right to conduct an independent investigation of any information, including prior experiences, identified in the responses. Consultants are responsible for effecting delivery by the deadline date and time; late submissions will be rejected without opening. SCDOT accepts no responsibility for misdirected or lost proposals. Responses shall be explained and identified within the twenty-five (25) pages. Appendices may only be used to support or supplement the detailed answers, but cannot be used as a substitute for the required narrative response.

E. PROPOSAL CONTENT:

The following is included in the 25-page RFP response:

1. **Letter of Interest:** The Letter of Interest should be no longer than one (1) page and shall contain the following items:
 - a. An expression of the Prime Consultant's interest in being selected for the project.
 - b. A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet SCDOT's quality and schedule expectations.
 - c. Provide the name of the Prime Consultant Principal, Officer of the Firm or Project Manager responsible for this contract and has authority to sign the contract for consultant.
 - d. A summary of key points regarding the Prime Consultant's qualifications.
 - e. Signing the letter of interest constitutes authorization of consultant to submit qualification for the purpose of negotiating and entering a contract with SCDOT.
 - f. Certification of authorized submitter that information contained within is correct by including: "I certify that the information included within this document, is to the best of my knowledge, correct as of the date indicated".
2. **Project Organization Chart:** - Limited to one (1) side of one sheet of paper. This chart must include the names of the key individuals selected for this project, their roles on the project, the names of the consultant by which they are employed, and the lines of communication, to include functional structure, levels of management and reporting relationships for Key Individuals, and major functions to be performed in managing and designing the project. It shall also indicate the people who will be points of contact with the SCDOT Project Manager.
3. **Qualifications for key individuals.**
4. **Names and qualifications for other key individuals** that are considered critical to the success of this project in addition to those identified above. Qualifications should include information on experience related to similar projects and previous project work.
5. A **direct response to each of the selection criteria** identified below.

- The consultant must provide a **chart indicating the present workload of all key personnel** to include all active projects (concurrent projects with other entities such as cities, other state agencies, counties, COGs MPOs, private sector) and their percentage availability for this project.

APPENDICES

- 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. Additionally, all proposals must clearly list the percentage of work for prime consultant and sub-consultant(s) that will be performing work as part of the project. Also, indicate if the prime consultant has previously worked with the proposed sub-consultant and give a brief example of the previous relationship(s). The Form 330s will not count against the maximum page limit and can be included in the appendices.
- Provide a list of References who have personal knowledge of the prime consultant’s and the sub-consultant’s previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses, email addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by SCDOT for this project. References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed).
- Size and description of firm. Identify the needed resources specific to this project and how those resources will be secured for the project.

F. SELECTION CRITERIA AND EVALUATION PROCESS:

A selection committee comprised of 3-6 subject matter experts will be established by SCDOT to review the RFP responses and rank the firms. The selection committee will receive copies of each responsive RFP response submitted and will review and draft preliminary scores based on the selection criteria. The selection committee will then meet to discuss the RFPs and determine if interviews are necessary. If interviews will not be conducted, members finalize their individual scores and submit them to the Contract Selection Manager (CSM). If the selection committee determines interviews are necessary prior to selection, a minimum of three (3) consultants will be short-listed based on the preliminary scoring and invited to participate in interviews. The selection committee will develop the format for the interviews which will be used to refine and fill in gaps from their preliminary scoring. Upon conclusion of the interviews, the committee will reconvene to discuss the interviews, finalize their individual scores and submit them to the CSM. The CSM will compile the scores, rank the firms, and send the three highest ranked firms to the DSE with a recommendation to begin contract negotiations with the highest ranked firm. The DSE may approve entering into contract negotiations with the top ranked firm, or reject the selection altogether (in which case the project may be re-solicited).

Consultants are advised that the SCDOT may use all information provided by the consultant and information obtained from other sources in the assessment of past performance. Past performance information on contracts not listed by the consultant, or that of named subcontractors, may also be evaluated. SCDOT may contact references other than those identified by the consultant and information received may be used in the evaluation of the consultant’s past performance. While SCDOT may elect to consider information obtained from other sources, the burden of providing current, accurate, and complete past performance information rests with the consultant. The criteria shown below will determine the consultant’s qualification score.

The relative point value and selection criteria follow:

35%	Experience, qualifications, and technical competence and relevant expertise of identified personnel
30%	Past performance and experience on similar projects
15%	Responsiveness to the SCDOT and availability/readiness of the proposed staff
10%	Innovation and Project Approach
10%	DBE utilization plan

G. FINAL SELECTION AND NOTIFICATION:

The Contract Selection Manager (CSM) will compile the finalized scores, rank the firms, and send the three highest ranked firms to the DSE with a recommendation to begin contract negotiations with the highest ranked firm. The DSE may approve entering into contract negotiations with the top ranked firm, or reject the selection altogether (in which case the project may be re-solicited).

The intent is to enter into a contract with the top firm pending successful negotiations. All awards will be posted on the SCDOT website.

H. TIE BREAKER:

Final evaluation scores are determined from the average of the voting selection committee member's scores. If consultants have equal final scores, the following methodology will be used to break the tie: Final scores will be rounded to the nearest whole number. In the event of a tie, the order of negotiation among the tied firms will be determined based on the value of contracts awarded during the previous 24-month period. The firm with the lowest dollar value of actual projects/tasks awarded during the period will be designated as number one in the order of negotiation. The firm with the next lowest dollar value of contracts will be deemed as number two in the order and so forth.

I. INSTRUCTIONS TO CONSULTANTS:

ADDITIONAL INFORMATION: SCDOT reserves the right to request or obtain additional information about any and all responses to the RFP.

AMENDMENT: Any amendment will be posted at the SCDOT website. The RFP may be amended at any time prior to the RFP response submittal date. All actual or prospective consultants should monitor the SCDOT website for issuance of amendments. Consultants shall acknowledge receipt of any amendment to this RFP (1) by signing and returning the amendment, (2) by letter; or (3) by submitting a RFP response that indicates in some way that the consultant received the amendment. If this RFP is amended, then all terms and conditions which are not modified remain unchanged. It is the consultant's responsibility to check the website regularly for updates and modifications.

AUDITS: Prior to contract award, an audit may be conducted by SCDOT of the selected consultant. This audit will be for the purpose of ensuring the selected firm is financially capable of performing the contract, the cost information and prices quoted are reasonable and the selected consultant had adequate accounting practices to ensure accurate tracking of contract costs.

AUTHORIZATION TO BEGIN WORK: No work shall commence until after contract execution and issuance of a Notice to Proceed (NTP). Violations of NTP may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billing shall not date prior to contract and/or modification of execution date.

AWARD: Contract award will occur after successful negotiations with the selected firm are reached. All selected firms and awards will be posted on SCDOT website. Award will be made to the top ranked firm that has successfully negotiated a contract.

CEI CONFLICT: No member of the consulting firm, its subsidiaries and/or affiliates, shall be selected for CEI services on a design build project if they are part of the design build team. If a sub-consultant is on the design build team, the CEI consultant candidate shall request approval from SCDOT to replace the conflicting sub-consultant prior to CEI contracting.

CERTIFICATION FORMS: Submission forms located in ‘Appendix A’ of this document must be completed, signed, and notarized and submitted with the RFP response. Failure to submit these forms may result in the RFP response being deemed nonresponsive.

CLARIFICATIONS: SCDOT, at its sole discretion, shall have the right to seek clarifications from any consultant to fully understand information contained in their responses to the RFP.

COMMUNICATION: Effective the date of the advertisement of this contract, no further contact is allowed with any SCDOT personnel concerning this project except for questions of an administrative or contractual nature that shall be submitted in writing to the attention of the CO. This restriction is in effect until the selection has been announced. The employees of the proposing consultant may not contact any SCDOT staff including members of the Selection Committee, other than the CO to obtain information on the RFP. Such contact may result in disqualification.

CONFLICT OF INTEREST: By submitting a proposal, proposer agrees that, if an organizational conflict of interest is discovered after the proposal is submitted, the proposer must make an immediate and full disclosure to SCDOT that includes a description of the action that the proposer has taken or proposes to take to avoid or mitigate such conflict. SCDOT considers it a conflict of interest for a consultant to represent more than one party in relation to any given project regardless of which phases of the service are involved. If after award of the contract an organizational conflict of interest is determined to exist, SCDOT may, at its discretion, cancel the contract. If the proposer was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to SCDOT, then SCDOT may terminate the contract for default. Consultant must complete and submit a DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION certifying it does not have any financial or other interest in the outcome of the project, that it has no agreement, enforceable promise, or guarantee with any individual or company to provide any work on the project, that it does not have any association or professional or business relationships with anyone who has a financial interest in the outcome of the project, nor does anyone with a financial interest in the outcome of the project, exercise any control over the consultant’s pay, employment, bonuses, or other area subject to external influence.

CONFLICT OF INTEREST (NEPA): For all Environmental Impact Statement (EIS) and Environmental Assessment (EA) consultant selections, a DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION WILL be required from each firm of the project team (prime and all sub-consultants). Consultants will be required to disclose any financial or other interest they may have in the outcome of the environmental document, in accordance with Council on Environmental Quality Regulation, 40 C.F.R. §1506.5(c) (1999). The DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION is included in the Appendix to this RFP.

COST RATE: 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.

DBE QUALIFICATION: 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. 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 directory can be found at the following link: http://www.scdot.org/doing/doingPDFs/businessDevelop/UCP_DBE_Directory.pdf.

DEBARMENT CERTIFICATION: Federal regulations require certification by prospective consultants as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. Consultant is required to submit the Debarment certification with its RFP response. Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including sub-consultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of South Carolina for any reason is ineligible to respond to the RFP. A CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS is included in the Appendix to this RFP.

DEBRIEFING: If a non-selected consultant would like to schedule a debriefing, consultant will have three (3) working days from the date of notification of non-selection. Only written requests (emails are acceptable) for a debriefing will be scheduled. If a consultant chooses to schedule a debriefing prior to contract signature, they can no longer be considered for award of this contract. However, the option exists to schedule a post-award debrief which will not jeopardize their opportunity for contract award should negotiations with the selected firm(s) prove unsuccessful.

DRUG FREE WORK PLACE CERTIFICATION – by submitting an RFP response, consultant certifies that, if awarded a contract, consultant will comply with all applicable provisions of the Drug-free Workplace Act, Title 44, Chapter 107 of the South Carolina Code of Laws, as amended.

ETHICS CERTIFICATION: By submitting this RFP, the consultant certifies that the consultant has and will comply with South Carolina's Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - §8-13-790, 8-13-705, 8-13-720; (b) Recovery of kickbacks - §8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official - §8-13-720, (d) Use or disclosure of confidential information - §8-13-725, (e) Persons hired to assist in the preparation of specifications or evaluation of bids - §8-13-1150, (f) Solicitation of state employees - §8-13-755, §8-13-760 and §8-13-725. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision.

FORMER SCDOT EMPLOYEES: If a firm lists someone who has not yet left SCDOT's employment, even if the employee plans to retire or quit soon, the RFP response will be disqualified. If a firm lists a former SCDOT employee on an RFP response who officially left SCDOT employment prior to the date of submittal of the RFP response, the firm will not be disqualified provided there are no ethical violation or conflict of interest.

INSURANCE and BONDS: Consultant is responsible to obtain all required statutory and contractual insurance and bonds, including but not limited to Professional liability insurance and Error and Omissions insurance, and shall be submitted to the SCDOT prior to execution of contract.

JOINT VENTURES: If consultant is a partnership, limited partnership, joint venture or other association (hereinafter joint venture), provide a copy of the organizational document or agreement committing to form the organization. Provide documentation from its surety company acknowledging the formation of a joint venture for the purpose of completing the project and that the joint venture is capable of obtaining a performance bond and payment bond in the estimated amount of the contract. Provide a statement executed by all general partners, joint venture members, or other association members, as applicable, evidencing agreement to be fully liable for the performance under the contract. Provide documentation evidencing the person signing the contract has authority to sign the contract on behalf of the joint venture. This information may be included in the appendices and will not be counted against the maximum page limitation. **PROPOSERS** are reminded that each individual joint venture partner must be prequalified with SCDOT prior to submission of the RFP response.

KEY INDIVIDUALS: Key individuals are those personnel deemed critical to the success of the project. They often vary from project to project. It is incumbent on the prime consultant to make a determination as to who they deem "key". In general terms, it can include, but not limited to: the project manager and those individuals listed as leads for each functionally specific discipline on the project organization chart.

KEY INDIVIDUAL CHANGES: If during the selection process, the CO is notified by the consultant that key individuals are not available, action must be taken as follows: (1) if notified before scoring is complete, but after deadline for submittal, the consultant can submit the resume of the person who would be replacing the key individual. The selection committee will score using the new key individual; (2) if notified after the scoring is complete, but prior to final approval, and the change involves the top scoring consultant, the consultant can submit the resume of the person who will replace the key individual. The selection committee must then determine if the new person would affect the selection results. If not, the CO will notate the change and the justification for keeping the selection results. If it does, the selection committee will re-score the top consultant and change the selection; or

(3) if a consultant notifies the CO of a key individual change any time after the final approval, the SCDOT must determine if the new key individual is acceptable. If not, the consultant will be rejected and the next highest qualified consultant selected. To qualify for SCDOT's authorization to replace a key individual, the firm must submit a written request explaining the reason for the change and must document that the proposed removal and replacement will provide services and/or management of the Project equal to or better than that submitted with the proposal. SCDOT will use the criteria specified in the advertisement and the qualification submitted by the firm to evaluate all requests. SCDOT reserves the right to reject the firm from further consideration if the new member is not approved. Firms that are found to consistently propose personnel who are not available are subject to temporary or permanent loss of their prequalification in that category, and may lose the right to submit proposals to SCDOT. SCDOT acknowledges that there are times where key individuals have to be changed due to change in employment or unanticipated work load shifts or schedule changes. All changes in key individuals must be approved by SCDOT in writing.

LAWS AND REGULATIONS: It is the responsibility of consultant to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants shall conform to all state and federal requirements.

MULTIPLE PROPOSALS: Consultants are prohibited from submitting on multiple proposals as the prime consultant in response to this advertisement.

OWNERSHIP: All materials and written qualifications submitted pursuant to this RFP shall become the property of SCDOT and will not be returned. 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.

PREPARATION OF RFP: Consultants and/or sub-consultants who assist the owner in the preparation of a RFP document will not be allowed to participate in this RFP or join a team submitting a proposal in response to the RFP. However, SCDOT may determine there is not an organizational conflict of interest for a consultant or sub-consultant where: (a) The role of the consultant or sub-consultant was limited to provision of preliminary design, reports, or similar "low-level" documents that will be incorporated into the RFP, and did not include assistance in development of instructions to proposer or evaluation criteria, or (b) Where all documents and reports delivered to the agency by the consultant or sub-consultant are made available to all consultants.

REQUIRED PERCENTAGE OF WORK FOR PRIME CONSULTANTS: Consultant must perform work valued at not less than 30% of the total work, excluding specialized services, with its own staff. Specialized services are those services or items not usually furnished by a consultant performing a particular type of services requested.

RESPONSIBLE: Award of the contract will be to firms who have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance which may be substantiated by past performance.

RESPONSIVENESS: Any RFP response which fails to conform to the material requirements of the RFP may be rejected as nonresponsive. Reasons for determining a proposal to be non-responsive may result from, but are not limited to, the following: failure to provide all information requested in RFP, conflict of interests, conditional proposals, and failure to provide complete and honest information. Proposers will not be given an opportunity to correct any material nonconformity. Any deficiency resulting from a minor informality may be clarified or waived at the sole discretion of the SCDOT.

RFP PREPARATION COSTS: SCDOT assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFP or participating in interviews.

RIGHT TO MODIFY and AMEND RFP: SCDOT reserves the right to modify or amend any provision of this RFP, including the determination of its intent to award a contract pursuant to this RFP. Interested engineering consultants are cautioned to rely solely on the contents of this RFP and subsequent written amendments in preparing any list of qualifications. SCDOT shall not be bound by any oral instructions, comments, or recommendations of any kind.

RIGHT TO REJECT: SCDOT reserves the right, in its sole discretion, to reject any and all RFP responses if its determines that such rejection is in the best interest of the State

RIGHT TO CANCEL: SCDOT reserves the right to cancel the advertisement, negotiations, or contract at any time in the best interest of the State.

TERMS OF CONTRACT: The boilerplates terms for all SCDOT contracts are non-negotiable.

VALIDITY OF INFORMATION: Consultant shall be held responsible for the validity of all information supplied in its proposal, including that provided by potential subcontractors. Should subsequent investigation disclose that the facts and conditions were not as stated, the proposal may be rejected or contract terminated for default if after award, in addition to any other remedy available under the contract or by law.

APPENDIX A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- Certificate Of Non-Collusion
- Certification Of Primary Participant Regarding Debarment, Suspension, And Other Responsibility Matters
- Certification Of Restrictions On Lobbying
- Certification Of Consultant
- Disclosure Of Potential Conflict Of Interest Certification

CERTIFICATE OF NON-COLLUSION

By submission of proposal, each person signing on behalf of any consultant certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The proposal is submitted without collusion, consultation, communication, or agreement for the purpose of restricting competition, with any other bidder or with any competitor;
- 2) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Company Name

Authorized Signature

Date

SWORN AND SUBSCRIBED before me
this _____ day of _____, 201____.

My commission expires _____.

Notary Public

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prime consultant, _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the prime consultant is unable to certify to any of the statements in this certification, the consultant shall attach an explanation to this certification.

The primary consultant , _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Signature and Title of Authorized Official

Date

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The consultant certifies, to the best of its knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).

3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE CONSULTANT, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE CONSULANT UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

_____ Signature of the consultant's Authorized Official

_____ Name and Title of the consultant's Authorized Official

_____ Date

CERTIFICATION OF CONSULTANT

I hereby certify that I am the duly authorized representative of CONSULTANT and that neither I nor the above CONSULTANT I here represent has:

- a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this contract;
- b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any);
- d) either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted proposal.

By execution of this Agreement, CONSULTANT certifies CONSULTANT and all sub-consultants, contractors, employees and agents will comply with South Carolina’s Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - §8-13-790, 8-13-705, 8-13-720; (b) Recovery of kickbacks - §8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official - §8-13-720, (d) Use or disclosure of confidential information - §8-13-725, (e) Persons hired to assist in the preparation of specifications or evaluation of bids - §8-13-1150, (f) Solicitation of state employees - §8-13-755, §8-13-760 and §8-13-725. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision.

I acknowledge that this certificate is to be furnished to the Department, the Federal Highway Administration, and the U. S. Department of Transportation, and is subject to applicable State and Federal laws, both criminal and civil.

CONSULTANT

Name of Consultant

By: _____

Date: _____

Its: _____

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION

Consultant hereby indicates that it has, to the best of its knowledge and belief has:

_____ Determined that no potential organizational conflict of interest exists.

_____ Determined a potential organizational conflict of interest as follows:

Attach additional sheets as necessary.

1. Describe nature of the potential conflict(s):

2. Describe measures proposed to mitigate the potential conflict(s):

Signature

Date

Print Name

Company

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure certification with Department of Transportation contract personnel.

Name

Phone

Company