



NOTICE TO ALL CONSULTING ENGINEERING FIRMS

The **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)** requests a letter of interest, a current resume of qualifications and required certifications from all Engineering Consulting firms interested in consideration for potential design contracts not to exceed \$150,000.00. Interested firms are requested to submit their qualifications in one or more one of the following: environmental services, hydrology/hydraulic design, landscape architecture/design, maintenance of traffic design, pavement markings/signing design, road design, structural design, surveys, traffic studies/reports memoranda, and value engineering studies. The Small Purchase Contracts will be awarded on an as needed basis necessary to provide support to SCDOT staff in accordance with Federal and State laws and regulations.

If your firm is a certified Disadvantaged or Woman-Owned Business Enterprise (DBE/WBE) please indicate its status on the submittal letter.

Submission does not guarantee a contract will be awarded. Supplemental information associated with this solicitation is located on the SCDOT website:

http://info2.scdot.org/SCDOTProfessionalServ/SitePages/constructionLetting_Services.aspx#tabs-5

For questions, please contact the SCDOT Contracting Officer, Dale Wagoner, at (803) 737-0840 or via email at Wagonerdg@scdot.org, or J. Darrin Player at (803) 737-1472 or via email at PlayerJD@scdot.org SCDOT is requesting initial electronic submissions for evaluation by 2:00 PM, January 16, 2018. However, SCDOT will continue to accept submissions on an ongoing basis.

PROFESSIONAL CONSULTANT SERVICES REQUEST FOR PROPOSAL

AGENCY	South Carolina Department Of Transportation (SCDOT)
DESCRIPTION:	Small Purchase Program
SOLICITATION NUMBER	I-003-18
ADVERTISEMENT DATE	December 5, 2018
CONTRACTS OFFICER (CO)	Dale Wagoner (803) 737-0840 or J. Darrin Player (803)-737-1472
SUBMIT TO:	SCDOT is requesting initial electronic submissions for evaluation by 2:00 PM, January 16, 2018. However, SCDOT will continue to accept submissions on an ongoing basis.

TABLE OF CONTENTS:

- A. REQUEST FOR LETTERS OF INTEREST
- B. SCOPE OF SERVICE
- C. APPENDIX- REQUIRED CERTIFICATION FORMS

A. PURPOSE OF REQUEST:

Request for Letters of Interest for Small Purchase Program Engineering Services

Consultants will be assessed to determine their history of experience to perform the specified task/s outlined in the attached scope of services for potential placement on a prequalified list for the SCDOT Small Purchase Program. Being placed on prequalified list is not a guarantee of work.

Work awarded under this solicitation includes projects that are being administered by SCDOT and funded by other governmental entities pursuant to an IGA or LPA agreement between the SCDOT and the governmental entity. In those cases, a separate agreement between that governmental entity and the consultant will be prepared and administered by SCDOT to cover the services.

The submittal must contain the following: letter of interest to include the selection of engineering areas to be considered for, current resume of firm's qualifications, and the Standard Form 330 (SF330) as required by the Federal Acquisitions Regulations. All parts of the SF 330 must be completed in its entirety for the prime consultant. The submittal, with the exception of SF 330, shall be limited to two (2) double-spaced pages printed on one side only per task indicating the task/s wished to be considered.

To qualify as a DBE, 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:

Please contact Matthew Boozer at 803-737-7453 or BoozerML@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 hours prior to the proposal deadline indicated in the milestone schedule.

Information regarding ProjectWise can be found at:

http://www.scdot.org/doing/constructionLetting_ProjectWise.aspx

In the event that a consultant is unable to submit its response through ProjectWise, consultant shall contact the CO to request authorization to submit the response in another format.

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/business/ae-consultants.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).

Contracts under the small purchase program will be lump sum agreements. There is no guarantee of any specific amount of work under the SCDOT Small Purchase Program.

B. SCOPE OF SERVICE: General on-call scope of service

SCDOT Small Purchase Program Scope of Services

Requested services include but are not limited to the following:

1. Environmental Services:

NEPA documentation preparation, cultural resources (historical and archaeological), noise analysis, hazardous waste and materials assessment, threatened and endangered species, jurisdictional determination, environmental permit acquisition, mitigation services, public involvement.

2. Hydrology/Hydraulic Design

Perform complete hydrology and hydraulic design and analysis as required for assigned projects in accordance with SCDOT's Requirements for Hydraulic Design Studies and other applicable guidelines. Provide sediment and erosion control/ stormwater management design and plans in accordance with SCDOT requirements and applicable SCDHEC regulations.

3. Landscape Architecture / Design

Provide complete design and plans for landscape architecture as required for completion of assigned projects. Provide plans in accordance with SCDOT, Federal and all other applicable standards and guidelines.

4. Maintenance of Traffic Design

Prepare maintenance of traffic design/staging and plans, including transportation management plans, and narratives as required for completion of assigned projects. Provide plans in accordance with SCDOT, Federal and all other applicable standards and guidelines.

5. Pavement Marking/Signing Design

Prepare pavement marking and signing plans, including gateway, welcome, and wayfinding signage, as required for completion of assigned projects. Provide plans in accordance with SCDOT, Federal and all other applicable standards and guidelines.

6. Road Design

Provide roadway design and plans and estimates for conceptual, preliminary, right of way and final construction plans, including pavement design, as required for assigned projects. Provide plans in accordance with SCDOT, Federal and all other applicable standards and guidelines.

7. Structural Design

Provide structural type studies, designs, seismic analyses, estimates, ratings, and plans as required for assigned projects, including bridges, culverts, sound barrier walls, and earth retaining structures. Provide plans in accordance with SCDOT, Federal and all other applicable standards and guidelines.

8. Surveys

Perform all necessary ground surveys required to prepare complete right of way and construction plans for assigned projects. Surveys performed to the requirements of the SCDOT Preconstruction Survey manual.

9. Traffic Studies/Reports/Memoranda

Obtain traffic counts, design year volumes, and crash histories. Perform analysis of existing, open date, and design year volumes and complete all traffic analyses with design recommendations for the completion of assigned projects including but not limited to traffic studies, interchange justification/modification reports, alternatives analyses, signal design and safety studies.

10. Value Engineering (V.E.) Studies

Provide services necessary to comply with SCDOT and FHWA V.E. policies and procedures including scheduling, staffing, and producing presentations and reports.

A more detailed scope of services will be determined on a project by project basis as they are assigned as services are requested under the small purchase program. All requests for services under the SCDOT Small Purchase Program will be in compliance with 23 CFR 172.

C. APPENDIX- REQUIRED CERTIFICATION FORMS:

- 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

Signature of Authorized Official

Printed Full Legal Name of Authorized Official

Date

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

My commission expires _____.

Notary Public

CERTIFICATION OF PRIMARY CONSULTANT 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.

Company Name

Signature of Authorized Official

Printed Full Legal Name 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.

Company Name

Signature of Authorized Official

Printed Full Legal Name of 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.

Company Name

Signature of Authorized Official

Printed Full Legal Name of Authorized Official

Date

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION

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.

The Consultant by signing this disclosure, certifies 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.

The Consultant, by signing this disclosure, further certifies that it is in compliance with the CONFLICT OF INTEREST (SCDOT COMMISSION): Section 23 of Act 40 of 2017 [now codified as S. C. Code Section 57-1-350(G)] prohibits a member of the SCDOT Commission serving on July 1, 2017 (the effective date of the Act) or thereafter, from having an interest, direct or indirect, in any contract awarded by the department during the member’s term of appointment and for one year after the termination of the appointment. Therefore, any proposal or bid submitted to SCDOT in violation of this law will be disqualified.

The Consultant, by signing this disclosure, further certifies that it is in compliance with the CURRENT AND FORMER SCDOT EMPLOYEES policy: To avoid the appearance of any real or perceived favoritism, unfair advantage, undue influence, or conflict of interest, a proposal will be disqualified that names, identifies, or includes in any way a current or former SCDOT employee serving in a management level position within 365 days of the submittal. No communication or appearance shall be made by such current or former employee with SCDOT on such proposal, or the proposal will be disqualified. In addition no current or former employee, who served in a management level position or above, may work on or invoice for services performed on a project within 365 days after their last day of employment with SCDOT. For the purposes of this bright line rule, “management level position” is defined as any SCDOT Pay Band 7 and above position, which includes, but is not limited to, Directors, Assistant Directors, District Engineering Administrators, District-level Engineers, Program Managers, Assistant Program Managers and Resident-level Engineers.

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 of Authorized Official

Date

Print Full Legal Name of Authorized Official

Company Name

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