

NOTICE TO ALL CONSULTING ENGINEERING FIRMS

Solicitation Number S-127-14

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 **Environmental Construction Compliance and Support Services** on an on-call basis necessary to provide support to SCDOT Staff for environmentally sensitive projects under construction and assist in keeping activities in compliance with Federal and State Environmental Requirements. Requested services include but are not limited to the following Primary Objectives: (1) Address environmental concerns from SCDOT project authority and contractor throughout a project construction process and assist the SCDOT District Construction Engineer to ensure environmental compliance district wide on a variety of projects. (2) Compile environmental commitments, permit standard/special conditions, and maintain environmental journal with the appropriate environmental compliance forms. (3) Complete environmental close-out packet at the end of every USACE permitted project and other related duties deemed necessary.

The proposed solicitation will span a three (3) year time frame. The SCDOT will select up to four (4) firms with a maximum total amount not to exceed \$2,500,000. Consultants will be evaluated and ranked based on their score during the selection process. Work will be assigned on a Statewide Regional Basis (see supplemental information).

Supplemental 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, January 21, 2014.

Environmental Construction Compliance and Support

Provide support to SCDOT staff for environmentally sensitive projects under construction and assist in keeping activities in compliance with environmental requirements.

Primary objectives:

1. Address environmental concerns from SCDOT project authority and contractor throughout a project construction process and assist the SCDOT District Construction Engineer to ensure environmental compliance district wide on a variety of projects.
2. Compile environmental commitments, permit standard/special conditions, and maintain environmental journal with the appropriate environmental compliance forms.
3. Complete environmental close-out packet at the end of every USACE permitted project.

Typical tasks may include:

- Attend project pre-bid meeting for environmental inquiries.
- Attend preconstruction/partnering meeting to highlight staging, access, initial BMP site preparation, reporting requirements, special conditions, etc.
- Participate as needed in regular contractor meetings on site to address questions and environmental concerns; participate as needed with resource agencies to address questions and concerns.
- Review construction site with environmental compliance forms; provide copies of all reports to the SCDOT project authority and the SCDOT Environmental Compliance Division Manager.
- Review Weekly Sediment and Erosion Control Site Inspection Reports as needed.
- Respond within 24 hours to any requests from the SCDOT project authority regarding changing site conditions.
- Review permit plans, construction plans, construction contracts, and reconcile differences.
- Track compensatory mitigation (on-site or confirm receipt of bank credit transfer).
- Coordinate with the SCDOT project authority and contractor to ensure project jurisdictional boundaries are clearly identified and marked.
- Coordinate with SCDOT project authority and contractor to review debris pile areas, staging areas, borrow pits, and lay-down sites in environmentally sensitive locations.
- Review construction access through jurisdictional crossings.
- Act as the liaison for jurisdictional violations and develop resolution agreements as needed.
- Coordinate major environmental concerns through the SCDOT Environmental Compliance Division Manager.
- All coordination with state and federal agencies must be done through the SCDOT Environmental Office.

Associated deliverables:

- Completed environmental compliance forms.
- Environmental construction close-out packet (compliance forms, site photographs, environmental inspector's journal, etc.) for construction projects.

**Supplemental Information for Environmental Construction Compliance and
Support Services**

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NOTE: 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.

A detailed scope of services is located under this solicitation number (S-127-14) @ 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
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:

http://www.scdot.org/doing/doingPDFs/businessDevelop/UCP_DBEDirectory.pdf.

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/constructionLettingProjectWise.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](http://www.scdot.org/doing/contractorAudit.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 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, January 21, 2014.