



NOTICE TO ALL CONSULTING ENGINEERING FIRMS

Solicitation Number S-141-14

I-85 Widening Project (MM 80 to MM 96) Termini From: Approximately S-42-57 (Gossett Road – Exit 80) MM 80 Termini To: Approximately SC 18 (Shelby HWY – Exit 96) MM 96

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 engineering services necessary for the preparation of preliminary road and bridge plans, environmental studies and documentation, and traffic studies including interchange modification reports for widening of I-85 in Spartanburg and Cherokee Counties from approximately S-42-57(Gossett Rd. - Exit 80) to approximately SC 18 (Shelby Highway – Exit 96).

Requested services include but are not limited to: project management, surveys, pipe inspection, railroad coordination, traffic studies, modeling and interchange modification reports, environmental studies and documentation including public involvement, bridge design, roadway design, hydrology/hydraulic design, geotechnical services, hazardous materials survey, subsurface utility engineering, utility coordination, right of way coordination, support during the development of RFQ for design build contractor, support during procurement phase of design build contractor, design plan review and administration during design build contract. The project team should be capable of providing all services outlined above.

RFQ 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, **July29, 2014**.

PROFESSIONAL CONSULTANT SERVICES REQUEST FOR QUALIFICATION

AGENCY	South Carolina Department Of Transportation (SCDOT)
DESCRIPTION:	Preliminary Design Engineering Services for the I-85 Widening Project (MM 80 to MM 96) in Spartanburg & Cherokee Counties, South Carolina
SOLICITATION NUMBER	S-141-14
ADVERTISEMENT DATE	July 7, 2014
CONTRACTS OFFICER (CO)s	Wendy Hollingsworth (803) 737-0746 or Roberta Mack (803) 737-1256
SUBMIT YOUR RFQ 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), July 29, 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 engineering services necessary for the preparation of preliminary road and bridge plans, environmental studies and documentation, and traffic studies including interchange modification reports for widening of I-85 in Spartanburg and Cherokee Counties from approximately S-42-57 (Gossett Rd. - Exit 80) to approximately SC 18 (Shelby Highway – Exit 96).

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SCDOT will use a one-step evaluation process to select a consultant to execute a contract for this Project. After evaluating the submitted RFQ, the Selection Committee identify the top three most highly qualified firms, and enter into contract negotiations with the top ranked firm. The Deputy Secretary for Engineering will have final approval. Cost is NOT a factor in the ranking of consultants to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ 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.

B. SCOPE OF SERVICE:

Task 1 - Project Management

- Project organization, management, scoping and coordination with the SCDOT Program Manager, Federal Highway Administration, municipalities, and attend resource agency coordination, partnering, and public involvement meetings
- Provide frequent budget, schedule, and cost estimate and expenditure reports
- Other duties as deemed necessary by the Program Development Engineer

Task 2 – Field Surveys

- Perform Field topographic and property surveys
- Establish a control baseline
- Perform plat and deed research of all parcels affected within project limits
- Field locate property monuments for impacted parcels
- Perform detailed planimetric and topographic surveys within the project limits
- Perform surveys of existing drainage structure
- Provide river channel survey
- Process acquired survey data and prepare base mapping to include break-lines that reflect field conditions. Available aerial photography will be incorporated into the baseline map
- Perform centerline and control staking
- Perform Geotechnical investigation testing location surveys
- Perform wetland boundary survey to include wetlands map
- Provide supplemental surveys as needed
- Pay all fees associated with securing a right-of-entry from Railroad, including flagging and insurance, prior to entry onto railroad right-of-way for the purpose of surveying or geotechnical borings

Task 3 – Pipe Inspection

- Perform pipe inspection in accordance with SCDOT Supplemental Technical Specification for Permanent Pipe Culverts: SC-M-714 (08-09) and provide conclusions and recommendation regarding data obtained during the inspections.

Task 4 – Railroad Coordination

- Perform coordination with RR on the replacement of RR bridge over interstate.

Task 5 – Traffic Studies, Modeling and Interchange Modification Reports

- Perform traffic counts
- Preliminary work zone traffic control recommendations/plans/specs
- Preliminary traffic signal recommendations/plans/specs.
- Perform traffic studies at all interchanges
- Perform traffic models for existing and future conditions
- Provide alternate interchange configurations and analysis
- Provide Interchange Modifications Reports (IMR) on interchanges requiring new design.

Task 6 – Environmental Documentation and NEPA Compliance

- Provide Letter of Intent (LOI) to be furnished by the Department
- Perform required documentation for Environmental Assessment Documentation to include: Purpose and need, existing facility, proposed facility, alternative analysis, impact assessment form, natural resources/endangered species survey, wetlands / water quality, farmlands, hazardous waste and underground storage tanks, cultural resources (historical and archaeological), displacements, air quality,

floodplains, noise, parks and recreational area, section 4(f) / 6 (f), social and economic conditions, environmental justice, and provide any coordination needed during the project development process

- Prepare and complete Jurisdictional Determination
- Prepare and secure Environmental Assessment Document
- Provide public involvement coordination and notifications
- Provide coordination and public notice preparation
- Provide informational mailings
- Provide exhibits for information open house meetings
- Attend information open house meetings
- Prepare all public hearing and small group meeting materials
- Perform public hearing meetings
- Provide exhibits for public hearing meetings
- Prepare responses to public comments
- Prepare public hearing certification
- Prepare Finding of No Significant Impact (FONSI) Process to include the following: summary of hearing, agency, other input, SCDOT, and FHWA responses, changes in design, cost, or environmental impacts since EA and the FONSI recommendation letter
- Perform borrow pit location screening to include: initial screening for potential upland borrow pit sources and coordinate with SCDOT, OCRM, and DHEC
- Provide approved “NEPA footprint” in a reproducible format for inclusion in DB RFQ
- Reasonable availability of funding
- Evaluate indirect and cumulative impacts

Task 7 – Road Design

- Develop preliminary roadway plans for project
- Provide roadway cost estimates
- Respond to comments and finalization of preliminary roadway plans
- Identify preliminary right of way requirements and environmental impacts
- Develop design criteria for roadway
- Complete design exception documentation, if needed

Task 8 – Bridge Design

- Identify and analyze various bridge replacement alternatives
- Develop preliminary bridge plans for the bridge replacement alternatives
- Provide preliminary bridge cost estimates (for all reasonable alternatives)
- Respond to comments and finalization of preliminary bridge plans
- Identify preliminary right of way requirements and environmental impacts
- Develop design criteria for bridge design
- Develop conceptual plans for any non-standard roadway structures
- Complete design exception documentation, if needed

Task 9 – Hydraulic Design

- Provide preliminary hydraulic analysis on existing drainage structures based on the preliminary designs
- Provide recommendations for retaining, replacing, or other drainage alternatives for each existing drainage structures
- Provide identification of drainage structures in FEMA Zone A Special Flood Hazard Areas
- Provide recommendation on the ability to obtain a “No-Rise” certification if drainage structures are in Zone A Special Flood Hazard Area

Task 10 – Geotechnical Services

- Perform preliminary field investigations
- Perform preliminary field engineering
- Perform preliminary laboratory testing
- Perform preliminary engineering analysis for bridge and roadway
- Provide Geotechnical Base Line Report for bridge and roadway
- Perform a site-specific seismic response analysis

Task 11 – Hazardous Materials

- Provide an asbestos survey of potential effected structures within the project limits
- Provide an lead-based paint survey of potential effected structures within the project limits

Task 12 – Utility Report

- Provide identification of major utilities and utility easements within the project limits
- Prepare Preliminary Utility Report with recommendations to the extent of prior rights
- Preliminary assessment of utility impacts and costs associated with those impacts
- Determine feasibility of early utility relocations that may begin prior to the start of construction, as well as any recommendations for relocations that can and should be included in the construction contract
- Consideration of the major utilities will be used in development of the preliminary road and bridge plans

Task 13 – Subsurface Utility Engineering (SUE)

- Provide a recommendation as to the level of SUE to be performed and define limits.
- Complete SUE upon SCDOT approval to complete SUE work

Task 14 – Right Of Way

- Coordinate with SCDOT Right of way office to secure permissions from property owners for any geotechnical work necessary to be performed outside of SCDOT right of way.

Task 15 – Support during Development of RFQ

- Review Draft RFQ and coordinate with staff to set qualification requirements relevant to project.
- Develop Project Design Criteria
- Develop Scope of Work
- Provide assistance with Development of project-specific special provisions
- Provide documentation of design exceptions and provide full report for approval and incorporation in RFQ
- Provide documentation of all environmental commitments made in the environmental document.
- Provide industry draft RFQ review prior to distribution to proposers.

Task 16 – Support during Procurement Phase

- Provide assistance industry draft RFQ questions and clarifications.
- Provide assistance with confidential question responses
- Provide assistance with evaluating Alternative Technical Concepts presented by proposers
- Provide assistance with reviewing the Technical Proposals presented by proposers

Task 17 – Design Plan Review and Administration

- Attendance to project partnering meeting
- Perform detailed reviews of each design submittal made by the selected design build team
- Perform detailed reviews of each design related contractor submittal by the selected design build team
- Provide administration of the design review process
- Attendance to design review meetings and project process meetings
- Provide assistance in review of any changes proposed by the Department or selected design build team during construction
- Attendance to public meetings that may result from design changes

C. METHOD OF PROCUREMENT:

This contract shall be procured using the competitive negotiation method and shall use qualification –based selection requirements. Award will be given to the responsible, responsive and most highly qualified consultant firm. Procedures for this procurement are identified in Section H, INSTRUCTIONS TO CONSULTANTS. This qualification 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 RFQ response through ProjectWise, consultant shall contact the CO to request authorization to submit the RFQ response in another format. RFQ 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 RFQ must be submitted by e-mail to the CO or as directed in the RFQ. 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 RFQ. 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 RFQ response must be submitted by the date and time listed in this RFQ. 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 RFQ response must contain the following:

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. Current resume of qualifications for Key Individuals.
4. List the names of and provide resumes for other key individuals that are considered critical to the success of this project in addition to those identified above. Resumes should include information on experience

related to similar projects and previous project work. For each project listed, include: a brief description of the project, year(s) of design work, size and type of project, and any unusual features. Also, project descriptions should include the name of the project owner and contact information for the owner's representatives who can verify and discuss the individual's participation in the project. This information may be included in the appendices and will not be counted against the maximum page limitation.

5. A direct response to each of the selection criteria identified below.
6. 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.
7. 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).
8. Size and description of firm. Identify the needed resources specific to this project and how those resources will be secured for the project.
9. 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.

F. SELECTION CRITERIA AND EVALUATION PROCESS:

A selection committee comprised of 3-6 subject matter experts will be established by SCDOT to review the RFQ responses and rank the firms. The selection committee will receive copies of each responsive RFQ response submitted and will review and draft preliminary scores based on the selection criteria. The selection committee will then meet to discuss the RFQs 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:

20%	Specific experience of the proposed project manager in managing major widening projects*
15%	Specific experience of key team members in preparing NEPA EA documents for major widening projects*
15%	Specific experience of key team members in preparing interchange modification reports*
10%	Familiarity of the firm/team with state transportation agency practices and procedures.
10%	Team Composition - Demonstrate that the team has the personnel and experience to provide all services for the development of plans and documents for any improvements that may be identified.
10%	Availability of the proposed staff and ability to be responsive to SCDOT requirements
5%	Description of the consultant's understanding of the project, including the major environmental, and engineering challenges.
5%	Past performance of the firm/team on similar type projects.
10%	DBE Utilization plan

* Note: In each criterion above where special experience is evaluated, each project listed should include the client name, specific role of the team member for the consultant, and a point of contact for the client with telephone number and email address.

Detailed instructions for responding to criteria are located in Appendix A.

G. FINAL SELECTION AND NOTIFICATION:

At the conclusion of these selection discussions, each committee member will finalize his/her scores. During evaluation, any proposal determined by the CO with input from the Selection Committee to be non-responsive will not be scored. Once the selection of the top three (3) ranking firms is approved by the appropriate Deputy Secretary, the CO will send notification letters to all firms indicating selection status. 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 RFQ.

AMENDMENT: Any amendment will be posted at the SCDOT website. The RFQ may be amended at any time prior to the RFQ 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 RFQ (1) by signing

and returning the amendment, (2) by letter; or (3) by submitting a RFQ response that indicates in some way that the consultant received the amendment. If this RFQ is amended, than 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 B' of this document must be completed, signed, and notarized and submitted with the RFQ response. Failure to submit these forms may result in the RFQ 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 RFQ.

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 RFQ. 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 RFQ.

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 RFQ 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 RFQ. A CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS is included in the Appendix to this RFQ.

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 RFQ 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 RFQ, 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 RFQ response will be disqualified. If a firm lists a former SCDOT employee on an RFQ response who officially left SCDOT employment prior to the date of submittal of the RFQ 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 RFQ response.

KEY INDIVIDUALS: Consultant cannot propose key individuals who are employed by another consultant firm. If such key individuals employees are listed in two (2) RFQ responses, both consultants' RFQ responses will be disqualified and will not be evaluated by SCDOT selection committee . This requirement applies to the use of key individuals and not to sub-consultant firms/employees. Sub-consultant firms/employees may be included on more than one proposal.

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 RFQ 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 RFQ: Consultants and/or sub-consultants who assist the owner in the preparation of a RFQ document will not be allowed to participate in this RFQ or join a team submitting a proposal in response to the RFQ. 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 RFQ, 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 RFQ response which fails to conform to the material requirements of the RFQ 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 RFQ, 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.

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

RIGHT TO MODIFY and AMEND RFQ: SCDOT reserves the right to modify or amend any provision of this RFQ, including the determination of its intent to award a contract pursuant to this RFQ. Interested engineering consultants are cautioned to rely solely on the contents of this RFQ 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 RFQ responses if it 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 – DETAILS ON RESPONDING TO CRITERIA

<p>20%</p>	<p>Specific experience of the proposed project manager in managing major widening projects.</p> <ul style="list-style-type: none"> a. Identify the Program Manager. b. Availability of personnel for immediate placement c. Verify the proposed individual possesses the necessary technical skill to meet the requirements of the contract. d. Discuss recent relevant experience of the individual in relation to the services requested by the contract. e. Describe the record of performance on past projects of similar type and magnitude f. List roles that indicate the individual functioned in similar roles as required by the contract. g. Discuss any innovative techniques the proposed individual as displayed in previous work. h. Provide evidence that the proposed individual has the ability (through their performance record) to meet the requirements of the position
<p>15%</p>	<p>Specific experience of key team members in preparing NEPA EA documents for major widening projects.</p> <ul style="list-style-type: none"> a. Availability of personnel for immediate placement b. Verify the proposed individual possesses the necessary technical skill to meet the requirements of the contract. c. Describe the proposed individual’s demonstrated knowledge, skills and abilities as applicable to the area of assignment. d. Discuss recent relevant experience of the individual in relation to the services requested by the contract. e. Describe the record of performance on past projects of similar type and magnitude f. List roles that indicate the individual functioned in similar roles as required by the contract. g. Discuss any innovative techniques the proposed individual as displayed in previous work. h. Provide evidence that the proposed individual has the ability (through their performance record) to meet the requirements of the position i. The Key individual preparing the NEPA EA document shall be a minimum of five (5) years of experience in the determination, coordination and preparation of permits for transportation projects. j. The Key individual shall provide information and past project accomplishments that show this individual’s knowledge of permit acquisition process as well as an understanding of the requirements set forth in NEPA.
<p>15%</p>	<p>Specific experience of key team members in preparing interchange modification reports.</p> <ul style="list-style-type: none"> a. Availability of personnel for immediate placement b. Verify the proposed individual possesses the necessary technical skill to meet the requirements of the contract. c. Describe the proposed individual’s demonstrated knowledge, skills and abilities as applicable to the area of assignment. d. Discuss recent relevant experience of the individual in relation to the services requested by the contract. e. Describe the record of performance on past projects of similar type and magnitude f. List roles that indicate the individual functioned in similar roles as required by the contract. g. Discuss any innovative techniques the proposed individual as displayed in previous work.
<p>10%</p>	<p>Familiarity of the firm/team with state transportation agency practices and procedures.</p> <ul style="list-style-type: none"> a. Familiarity of the consultant with applicable federal, state and local regulations, criteria, standards, and procedures with respect to planning, design, and approval of

	<p>the project.</p> <p>b. Knowledge of Federal, State and Industry Standards</p> <ol style="list-style-type: none"> 1. Explain the proposed individual’s level of knowledge, familiarity and experience with Federal standards. 2. Discuss the proposed individual’s level of knowledge, familiarity and experience with State industry standards. <p>c. Demonstrate key individual’s familiarity with state transportation agency processes and procedures</p>
<p>10%</p>	<p>Team Composition - Demonstrate that the team has the personnel and experience to provide all services for the development of plans and documents for any improvements that may be identified.</p> <ol style="list-style-type: none"> a. Indicate an understanding of the anticipated assignments, services required, and approach to providing the services required b. Describe consultants knowledge of local conditions c. Describe how you will plan the based course of action of this project, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts. d. Identify project milestones. e. Identify potential impacts, impediments, conflict or potential mitigation. f. Knowledge and productivity in the technical areas relevant to the particular engagement. These skills should be derived both from formal education and training and from successful experience in applying the required technical skills on prior similar project of similar clients. g. Evidence that the individuals have already produced solutions and results that are practical, realistic, and useful to clients as they apply or relate to the specific needs of SCDOT. h. Consultant’s approach to the planning, organizing and managing of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques and similar factors i. Sensitivity to community involvement j. Consultant’s proposed quality assurance team has prior experience with implementing QA programs. k. Identify if any of the team members have worked together on the same project in the past, the type of job they worked together on, the years they worked together, the level of participation, and a reference contact name, phone number and email address for that job.
<p>10%</p>	<p>Availability of the proposed staff and ability to be responsive to SCDOT requirements</p> <ol style="list-style-type: none"> a. Explain whether proposed key individuals have adequate time to commit to contract specific project tasks. b. Explain the firm’s workload and ability to perform this contract, specifically addressing total amount of executed agreements and modifications for all open projects with the SCDOT, along with amounts for any pending agreements. c. Explain the volume of work awarded to firm in the previous 12 months d. Describe your staff’s capacity, availability and their ability to perform the work in a timely manner relative to present workload. Address the availability of the named key staff members, including competing commitments and the percent of time available for this project. e. Describe the firm’s method of communication, plan submittal process, and coordination with SCDOT on plan or design reviews. f. Describe proposes apparent resources and capacity to meet the needs of this project. g. Describe consultant firm’s capability to perform the work h. Describe any unique qualifications your firm has to perform this type of work i. Describe your firm’s internal quality and cost control procedures j. Describe your firm’s experience with the specific type of work identified in the Scope of Work section k. Identify the logistics relating to how the project team will provide the services

	<p>requested.</p> <ul style="list-style-type: none"> l. Provide an analysis of the project team firm’s current workload. m. Describe the overall performance record of the proposed project team firms. n. Discuss the workload of the consultant with all clients which may influence project schedules o. Identify the present workload with SCDOT; the volume of ongoing work previously awarded to the firm by SCDOT, with the object of effectuating an equitable distribution of contracts among qualified firms and assuring that the interest of the public in having available a substantial number of qualified firms is protected.
<p>5%</p>	<p>Description of the consultant’s understanding of the project, including the major environmental, geotechnical, and engineering challenges.</p> <ul style="list-style-type: none"> a. Indicate an understanding of the anticipated assignments, services required, and approach to providing the services required b. Describe consultants knowledge of local conditions c. Describe how you will plan the based course of action of this project, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts. d. Identify project milestones. e. Identify potential impacts, impediments, conflict or potential mitigation. f. Knowledge and productivity in the technical areas relevant to the particular engagement. These skills should be derived both from formal education and training and from successful experience in applying the required technical skills on prior similar project of similar clients. g. Evidence that the individuals have already produced solutions and results that are practical, realistic, and useful to clients as they apply or relate to the specific needs of SCDOT. h. Consultant’s approach to the planning, organizing and managing of a project effort, including communication procedures, approach to problem solving, data gathering methods, evaluation techniques and similar factors i. Sensitivity to community involvement j. Consultant’s proposed quality assurance team has prior experience with implementing QA programs.
<p>5%</p>	<p>Past performance of the firm/team on similar type projects</p> <ul style="list-style-type: none"> a. SCDOT will utilize consultant performance score b. Demonstrate ability to meet SCDOT project vision, scope, budget and schedule on previous projects c. Describe consultant’s previous experience (number of projects, sizes of projects) when working with its proposed sub-consultants. d. Past performance on contracts with respect to such factors as control of costs, coordination and quality of work, and ability to meet schedules. How will cost and quality control be implemented and how will different disciplines/firms be coordinated on the project? e. Has any member of the consultant’s team been declared delinquent or placed in default on any project within the last five (5) years? f. In the past five (5) years, has any member of the consultant’s team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity or are any such actions pending against them? g. In the past ten (10) years, has any member of the consultant’s team submitted a claim on a project that was not resolved without litigation and if litigated, was not resolved in favor of the member of consultant’s team? h. In the past five (5) years, has any member of the consultant’s team been found in violation of local, state, or federal laws or regulations or is under investigation for possible violation of such laws or regulations? This includes, but is not limited to, the areas of safety, environmental, and sediment and erosion control. i. Within the last ten (10) years, has any member of the consultant’s team

	received incentives for early project completion?
10%	<p>DBE utilization plan.</p> <ul style="list-style-type: none"> a. Consultant’s proposal contains a DBE utilization plan? b. Sufficient allocation is given to DBE firms to meet “good faith effort”? c. Consultant has demonstrated successful utilization of DBE firms in the past? d. Identify whether consultant firm has been sanctioned in the past for failure to meet DBE requirements.

APPENDIX B - 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 are 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