

## **NOTICE TO ALL CONSULTING ENGINEERING FIRMS**

Solicitation Number S-146-14

The **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)** requests a letter of interest and qualifications from consulting firms experienced in transportation planning, evaluation of GAP analysis, principles of asset management, risk assessment, life cycle analysis, and establishing performance measures. The services will be needed to assist in the development of the South Carolina Department Transportation's Transportation Asset Management Plan (TAMP).

Requested services include but are not limited to: project management, developing project scope, meeting coordination with staff and stakeholders, technical analysis of assets and performance measures, plan preparation and editing, and implementation of the plan.

Supplemental information associated with this solicitation is located at the following link:

[http://www.scdot.org/doing/constructionLetting\\_Services.aspx](http://www.scdot.org/doing/constructionLetting_Services.aspx).

For questions, please contact the SCDOT Contracting Officer, Roberta B. Mack, at (803) 737-1256 or via email at [Mackrb@scdot.org](mailto:Mackrb@scdot.org). Electronic Submissions are due no later than 2:00 PM, **July 15, 2014** .

**Attachment: Preliminary Scope of Services**  
**South Carolina Transportation Asset management Plan**

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Engineering Services may include but are not limited to:

**Task I - Project Management and Preconstruction Planning**

- Project Organization and Management of the project Scope within the schedule agreed upon in the contract.
- Generating of monthly project reports to include, schedule, budget, expenditures to date, summary of project status and milestones for deliverables.

**Task II - Plan Scope**

- Develop a working template for the development of the TAMP. The effort will include for an initial outline of the TAMP, an outline on the asset management objectives and targeted performances measures , establish communication between Department and Consultant
- Develop a milestone schedule for completions of TAMP.
- The initial TAMP plan will identify no less than the minimum assets required by MAP 21 guidelines. Assets will include entire roadway system (Interstate, NHPP and all secondary roads), the complete inventory of state-owned bridges, all signs (overhead and roadside), all drainage structures (pipes and culverts), transit assets conforming to FTA requirements, buildings, rest areas and all other physical assets owned by the SCDOT. (The initial plan may not address all assets, but the components must be identified to be prioritized for inclusion in the plan.)

**Task III - Meeting Coordination**

- Prepare for meetings by providing agendas, meeting materials, and any required documentation
- Coordinate with Department's designated Project Management

**Task IV - Technical Analysis and Performance Measures**

- Provide technical analysis of existing transportation system conditions and other technical data required to develop TAMP objectives. This analysis will include, identifying and prioritizing funding, review on completed GAP Analysis, detailing life cycle costs analysis, performing an extensive risk assessment of Department's assets, use life cycle cost to efficiently manage assets.
- Provide additional technical analysis for the development of realistic performance targets, and establishing appropriate periods for performance measures to achieve goals set in the TAMP.

**Task V - Plan Preparation/Editing**

- Consultant will assist in drafting, revising, and finalizing the TAMP. The document will be strategic in establishing its approach to managing, planning, engineering, financing, maintaining, and operating the Department's assets.

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- Consultant will provide editing services for the final draft of the TAMP to include, spelling punctuation, format and clarity for Department Staff, stakeholders, agencies and the general public.

**Task VI – Plan Implementation**

- Assist the Asset Manager with implementation of various sections of the TAMP. This effort will require meetings with stakeholders MPO's, COG's, internal Divisions of the Department to clearly illustrate the objectives of the TAMP and desired performance measures.
- Consultant will coordinate these meetings, provide meeting materials, and prepare presentations and other materials as needed.

## **Supplemental Information for South Carolina Transportation Asset Management Plan**

Solicitation Number S-146-14

A detailed scope of services is located under this solicitation number (S-146-14) @ [http://www.scdot.org/doing/constructionLetting\\_Services.aspx](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:

35%	Experience, qualifications, and technical competence of the staff proposed for the type of work required
30%	Past performance of the firm/team on similar type projects
15%	Team composition; ability of firm to perform all aspects of the services
10%	Responsiveness to the SCDOT, and the availability/readiness of the proposed staff
5%	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. Additionally, all proposals must clearly list the percentage of work for prime consultant and subconsultant(s) that will be performing work as part of the project.

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, and cover letter 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](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](mailto: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/contractor_Audit.aspx).

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

The 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.

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, **July 15, 2014** .