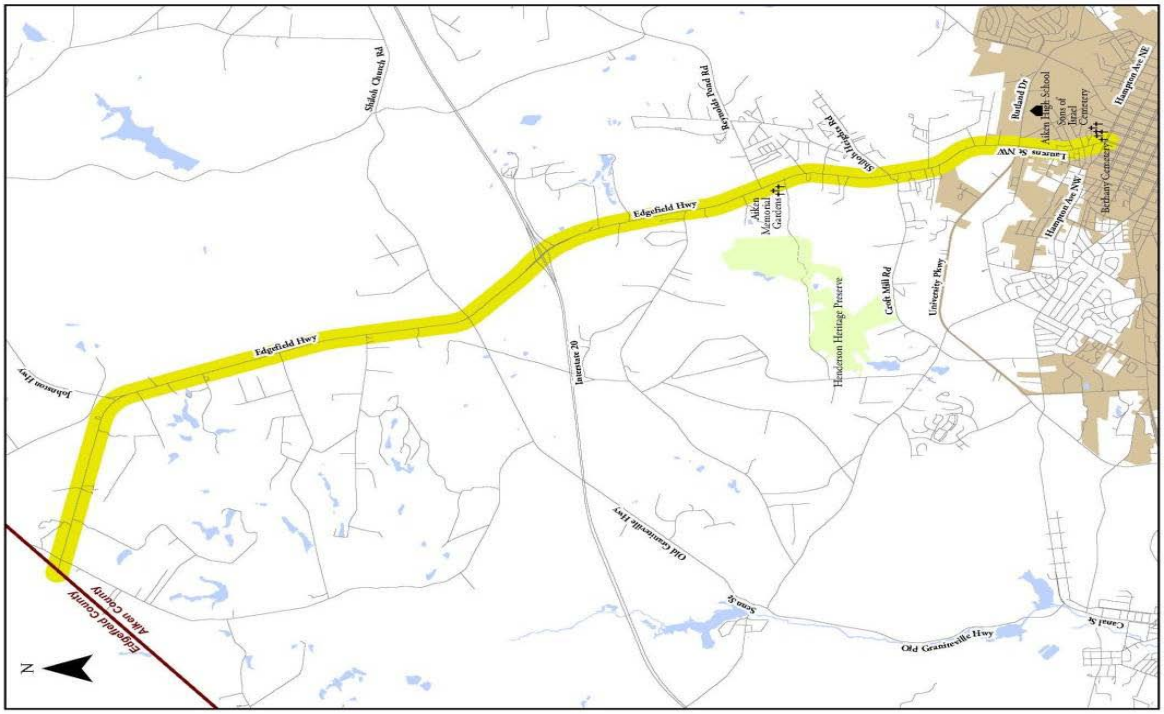
Request for Proposal
SC-19 (Edgefield Highway) Corridor Study
Aiken County, South Carolina

OVERVIEW



Aiken County in cooperation with the City of Aiken (collectively, the CLIENT) is distributing a Request for Proposal for the SC-19 (Edgefield Highway) Corridor Study. The study area is a two-lane, principal arterial road that is 10.8 miles in length. The north terminus is the Aiken / Edgefield County line and the south terminus is S-80 (Hampton Avenue NW). Two of the major intersections include Interstate 20 and Highway SC 118 (University Parkway/Rutland Drive.) The corridor exists in areas zoned both UD (urban development) and RUD (rural urban development). North of I-20 currently has quite a bit of rural, open space sparsely fronted a number of residences. South of I-20, toward S-80, is currently fronted by a modest number of small businesses, an entrance to the Henderson Heritage Preserve, and two cemeteries. Several primary objectives of the study for the entire corridor include 1) addressing the existing & future capacity, flow, and safety issues, particularly south of I-20 toward downtown Aiken, 2) recommending highway and land use planning scenarios while preserving the existing green/open space and environmental elements, particularly near Reynolds Pond Road and northward, 3) exploring potential bicycle & pedestrian facilities, and 4) recommending improvements to the existing land development around the I-20 interchange at Exit 18.

CLIENT STAFF

The Project Manager overseeing this study is Stephen Strohminger, AICP, Aiken County Planning & Development Director. The Assistant Project Manager is Gerald K. Jefferson, Transportation Planner, Aiken County Planning & Development Department. Other staff include Sandra Korbelik, AICP, Senior Planner, City of Aiken.

CONSULTANT SUBMITTALS

Each Consultant must submit one (1) original document and five (5) hard copies at the date and time stated on the proposal coversheet.

All submittal packages will be logged and date & time stamped. Late documents will be returned to the Consultant unopened.

FORM OF PROPOSAL

At a minimum, the proposal must include the following:

1. No more than 25 double-sided, 8 ½-by-11-inch pages (not counting front and back covers of the proposal, table of contents, cover letter, section dividers, SF 330 forms and samples of relevant work with font size no smaller than 12 point. **The aforementioned limit of 25 pages must be numbered. Fold-out pages are acceptable. Please do not include compact discs or other media in your submittal package.**
2. Provide an overview of this project with the methodology, challenges, and opportunities generally identified.
3. List three (3) recently performed, relevant projects within the past five (5) years that indicate past experiences and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number. Provide samples of this work. It is important that key assigned Consultant and/or Sub-consultant staff has had direct experience on a relevant project.
4. Propose a project schedule that includes the main task activities, assigned team member, sequence of tasks, duration, milestones, and deliverables that will complete the scope of work in the shortest reasonable time frame that is responsive to the required review.
5. Names and titles of all individuals (Consultant and Sub-consultant) who would work on the project and include:
    a. a resume of each key staff member that provides academic credentials, professional licenses, registrations, certifications, relevant publications, and experience on similar projects;
    b. a clear statement identifying the project manager for the team who will be the primary point of contact to the CLIENT for day-to-day operations;
    c. the name of the Executive Officer of each company;
    d. a clear statement as to whether the project will be a joint venture;
    e. the amount of time each person involved would spend on the project; and
    f. an organizational chart depicting the relationships between the key team members of the prime and sub-consultants.
6. Provide Standard Federal Form 330 for the prime Consultant and all Sub-consultants. If the Consultant needs to change any personnel after initially submitting their proposal, a new SF 330 needs to be re-submitted. The new personnel must be identified by name, assignment and resume on a new SF 330.
7. All responders must visibly mark as “Confidential” each part of their submission that has proprietary information. Unmarked pages are subject to release in accordance with state law.

ANY CLARIFICATIONS TO RFP

The CLIENT will not conduct a pre-proposal conference. Any questions, clarifications or Requests-for-Information (RFIs) regarding the contents of this RFP and the expectations of the CLIENT shall be submitted via email per the instructions on the coversheet of the proposal. **No telephone inquiries will be accepted.** The CLIENT will reply via email to the originating consultant and all the other consultants before closing (5:00 PM EST) of the next business day with the answer(s) and originating question(s).

ADDENDUM

If, in the judgment of the CLIENT, modifications to the RFP are required, an addendum will be issued by Aiken County via the email address submitted to the Aiken County Government to receive this RFP. The CLIENT may extend the submittal deadline date if it determines the scope of the modification warrants this extension. Any extension of the submittal deadline will be emailed to the interested consultant.

FUNDING

This project will be funded with Federal Planning Level funds allocated for transportation planning through the Augusta Regional Transportation Study (ARTS) MPO. The required local match will be shared by Aiken County and Aiken City. Costs incurred prior to notice-to-proceed shall be the responsibility of the Consultant and will not be reimbursed. The Consultant shall distinguish any negotiated travel expenses, to be incurred after the notice-to-proceed, from the project costs. This project will be negotiated as a lump sum contract.

DBE PARTICIPATION

It is the policy of Aiken County and Aiken City to ensure nondiscrimination in the award and administration of federally assisted contracts and to use Disadvantaged Business Enterprises (DBEs) in all types of contracting and procurement activities according to State and Federal laws. To that end, the CLIENT has established a DBE program in accordance with regulations of the United States Department of Transportation found in 49 CFR Part 26. Each Consultant is encouraged to use certified DBEs to meet the tasks and milestones of this request.

Per South Carolina Department of Transportation Guidelines, the Davis-Bacon wage standards must be met. An authorized officer of the prime Consultant firm shall sign all proposal submissions.

INSURANCE REQUIREMENTS

The Consultant shall effect and maintain insurance at its own cost and expense to protect itself, Aiken City and Aiken County, naming both as additional named insured, from claims for damages because of bodily injury including sickness, disease, or death of any of its employees or other parties; from claims for damages because of injury to or destruction of tangible property; and from claims arising out of the performance of professional services caused by errors, omissions, or negligent acts for which it is legally liable, each in the amount of $1,000,000 or statutory amount as applicable. The Consultant must also maintain at its own cost and expense workers' compensation coverage.

CONSULTANT SELECTION

(Due to potential conflict of interest or undue influence, no Consultant or a person representing a Consultant may contact any member of the Selection Committee to discuss any items or matters related to this RFP during the selection process other than in meetings scheduled by Aiken County to interview Consultants.)

Selection Committee

The Selection Committee will include the following (a total of up to seven members):

1. Three total voting members: a) two representatives from Aiken County Planning & Development Department and b) one from the City of Aiken.
2. Up to four total non-voting members: a) up to one representative from City of North Augusta, b) up to one from Burnettown, c) up to one from the FHWA-SC Division and d) up to one from SCDOT.

The Selection Committee (voting members only) reserves the right to reject any and all proposals in whole or in part if, in the judgment of the Selection Committee, the Consultant's proposal has not satisfactorily met the requirements of this RFP.

Selection/Ranking/Award Process

The Consultant will be evaluated by the Selection Committee via the following selection process:

1. Evaluate and rank consultants' submittals using the selection criteria in the following section.
2. Shortlist up to three, top scoring consultants for an in-person presentation/interview.
3. Rank the interviewed consultants.
4. Recommend selected consultant to the ARTS MPO Subcommittee-SC and Aiken County Council for approval to begin negotiating contract.
5. Announce award to selected consultant.
6. Negotiate contract. (If the CLIENT and the selected consultant cannot reach an agreement, the CLIENT will identify the next highest ranked and responsive consultant, and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified, responsive consultant that can perform the required services.)
7. Final approval of the selected consultant and contract by Aiken County Council.

Selection Criteria

Understanding the Purpose and Method of Approach: 40%

This refers to the comprehensive understanding and technical soundness of the stated approach to the project. A determination will be made of the Consultant's understanding of the project purpose and tasks as presented in the RFP. Evaluation will be based on the data presented in the Consultant's proposal and the approach and allocation of time on specific tasks. Consultants should feel free to suggest other requirements and problems that may have been overlooked.

Capability and qualifications: 35%

The ability of a prospective Consultant will be evaluated under the terms of the RFP, relative to assigned staff with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, including Sub-consultants, will be measured by skills relevant to their assigned responsibility and will include education, experience, and communication. Particular reference to experience on similar projects should be noted. The Consultant's professional and project staff that work on the project must be the same staff that is identified in the proposal. The presentation, graphic, writing, and technical skills of the assigned Consultant and Sub-consultant staff as well as their direct experience on similar projects are important considerations both in the initial selection and final interview/presentation.

Originality & innovativeness: 10%

While this RFP generally outlines the tasks, products, and outcomes expected of the Consultant, a key factor in the selection of a Consultant is any innovative approach to the study that goes beyond the suggested Scope of Work either in data gathering, data analysis, public participation, etc.

Cooperative work experience: 10%

This covers the Consultant's experience working as a cooperative team with other Consultants and public agencies. Qualifications of professionals assigned will be measured by past experience on past projects within a cooperative team environment. The Consultant will provide specific examples of cooperative work experiences with contact references for the Selection Committee.

Schedule: 5%

The Consultant will be evaluated on their ability to successfully complete the project within a reasonably, proposed time frame.

SELECTION CRITERIA SUMMARY:

Understanding and Approach:	40%
Capability and qualifications:	35%
Originality & innovativeness:	10%
Cooperative work experience:	10%
Schedule:	5%
TOTAL	100%

SCOPE OF WORK

Task 1 - Identify & Evaluate Transportation Systems and Facilities

Assess the current use and character of the SC-19 corridor including but not limited to existing conditions, traffic volumes, congestion, turning movements, safety, right-of-way alignment, width, etc. Consider using traffic counts or a license plate survey as part of the traffic volume assessment. Differentiate between the amount of existing through traffic, local traffic, and freight traffic.

Task 2 - Development Trends and Future Demand

Identify and include existing and projected development trends within and adjacent to the study area including, but not limited to, land use, demographics, and freight traffic which impact transportation systems. Differentiate between the amount of projected through traffic, local traffic, and freight traffic.

Task 3 – Land Use Planning and Environmental Impacts

In addition to focusing on transportation, significant consideration should also be given to existing and projected land use patterns and environmental resources as they affect transportation planning. The following items, at a minimum, should be addressed:

- Improve the existing land development around the I-20 interchange at Exit 18.
- Preserve existing green/open space and environmental elements, particularly near Reynolds Pond Road and northward.

Task 4 - Congestion Management / Safety

Appropriate traffic demand and operational management strategies should be implemented to increase the efficiency of the corridor and extend the life of any improvements. Therefore, the Consultant must

identify and evaluate all reasonable alternatives to alleviate potential congestion and enhance mobility. The following items, at a minimum, should be addressed:

- Improve safety.
- Improve vehicle travel time.
- Recommend operational improvements.
- Address any sight distance problems (e.g., Williams Lane intersection, Taylor Springs Drive intersection, etc.)
- Address traffic management issues (e.g., existing and future number of driveways along corridor)
- Evaluate the necessity of a park & ride facility at Exit 18 which may help alleviate future congestion.

Task 5 - Establish Highway Scenarios

The following items, at a minimum, should be addressed:

- Justify any proposed road widenings. Provide general cost estimates.
- Determine the effects of a potential overlay district.
- Determine whether creating a parkway design, roundabouts, etc, are viable solutions.
- Identify & describe significant needed improvements to the existing corridor and provide general cost estimates.
- Prioritize any improvements and/or changes to the corridor. Provide the rationale for prioritization.
- Recommend ways to alleviate the future demand of freight traffic.
- Describe the difference in approach between a more specific level of study within the growth areas (Contiguous, Nodal, Highway Commerce, Enhancement and Gateway) and the broader level of study for the areas designated Rural.
- Consider incorporating a context sensitive design approach.

Task 6 - Multimodal Element (Bicycle, Pedestrian, Transit, etc.)

The Consultant will assess the quality and potential of the bicycling and walking environment in the study area and make recommendations for improvements and opportunities for interconnections within the study area. Examine the potential to incorporate a Complete Streets design approach. Evaluate existing transit issues and the need for transit services and dedicated transit lane(s) for the horizon year 2035 of the LRTP. Include a cost/benefit analysis for each recommended multimodal element.

Task 7 - Public Participation

Develop and implement a comprehensive public participation process with corresponding activities.

Task 8 - Recommendations / Implementation / End of Study

The study must include recommendations that can be implemented. The consultant shall provide an overview of strengths, weaknesses and opportunities associated with the transportation system to assure actions or strategies implemented by each municipality (County and City) within the study area today, tomorrow or even 20 years in the future will not preclude long-term transportation and land use opportunities down the road. The consultant must identify multimodal transportation system solutions that meet the study area's transportation challenges and be supportive of the preferred land use vision within the study area. These solutions will be outlined in incremental time blocks using a 2035 transportation planning horizon. The transportation and related land use solutions recommended in the

plan should include but not be limited to:

- Reflect community values and guiding principles
- Be guided, understood, and supported by the public through the public participation process
- Be supported by stakeholder groups and policy/decision-makers
- Be economically feasible
- Outline opportunities and incentives for community investment
- Conform to applicable laws and regulations
- Include multimodal transportation solutions

REFERENCE MATERIALS

For reference purposes, the CLIENT can provide any of the following documents.

City of Aiken: *North Side Transportation Study* and *North Side Comprehensive Plan.*

Aiken County: *Travel Demand Model*, *Comprehensive County Plan*, *Aiken County Urbanized Area Bicycle & Pedestrian Study*, and *Land Management Regulations.*

MEETINGS/BRIEFINGS/FINAL REPORT

Interim reports shall include monthly progress reports and written summaries of any working meetings held with staff, other government agencies, stakeholders, or the general public.

Attendance and presentations at up to any of three total combined meetings of the ARTS MPO Subcommittee-SC, County Council, City Council, or Planning Commissions may be required.

Drafts of the final report will be provided to County and City staff for review and anyone else whom staff may deem essential. The final report shall address in detail the requirements found in the Scope of Work and will include graphics, maps and supporting data. A total of six (6) hard copies and two (2) compact discs of the final report will be provided to the CLIENT. If GIS is used, then the associated shapefiles with the layers and any other supporting data shall also be transferred to the CLIENT.