



Becky Dawes  
Procurement Director

**Request for Proposal  
16-11-P, Whiskey Road Corridor Study  
Aiken County, South Carolina**

**OVERVIEW**

Aiken County Government is requesting sealed Proposals for the Whiskey Road, or SC-19 South, Corridor Study and is working in cooperation with the City of Aiken and the Town of New Ellenton. The study limit stretches from the north terminus of South Boundary Avenue, or S-85, to the south terminus of Williston Road, or US-278. The corridor is a four-lane, principal arterial road that is approximately 12 miles in length and exists in area zoned mostly UD (urban development).

Several major intersections along the corridor are South Boundary Avenue, East Pine Log Road, Dougherty Road, East Gate Drive, Powderhouse Road, Chukker Creek Road, Chime Bell Church Road, White Pond Road and Williston Road.

The area between South Boundary Avenue and Boardman Road is primarily residential and even includes an equestrian community; the area between Boardman Road and Powderhouse Road is primarily commercialized, and the area between Powderhouse Road to downtown New Ellenton is mixed with commercial, rural, and open/green space. The land use is fronted with residences, businesses, churches, schools, parks, agriculture, tree farms, undeveloped tracts of land, etc.

Several objectives of the study for the entire corridor include:

- Addressing the existing & future traffic volume and capacity, flow/congestion, safety issues, access management, and storm water drainage management particularly near the intersection at East Gate Drive and the intersection at Oak Grove Road.
- Recommending highway and land use planning scenarios while preserving the existing green/open space and environmental elements, particularly south of Powderhouse Road.
- Improving upon/adding to the storm water drainage system as mentioned above, multimodal facilities, and curbs & gutters.

**CLIENT STAFF**

The Project Manager overseeing this study is staff from the Aiken County Planning & Development Department. Other study team members include staff from the City of Aiken, Town of New Ellenton, and City of North Augusta.



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### **CONSULTANT SUBMITTALS**

Each Consultant must submit one (1) original document and four (4) hard copies before 3:00 p.m. on April 26, 2016 to:

- Aiken County Procurement
- 1930 University Parkway, Suite 3201
- Aiken SC 29801-2833

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:

- 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.**
- Provide an overview of this project with the methodology, challenges, and opportunities generally identified.
- 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.
- 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.
- 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 Aiken County Project Manager 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.
- 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



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needs to be re-submitted. The new personnel must be identified by name, assignment and resume on a new SF 330.

- 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**

Aiken County will not conduct a pre-proposal conference. Any questions or clarifications regarding the content of this RFP and the expectations of Aiken County, shall be submitted via email to Aiken County Procurement, [procurement@aikencountysc.gov](mailto:procurement@aikencountysc.gov), no later than 5:00 PM on April 5, 2016. **Phone calls will be not be accepted.** Question and answers will be posted to the Aiken County website, <https://www.aikencountysc.gov/Depts/PRC/PRCmain.php> before 5:00 p.m. April 7, 2016.

### **ADDENDUM**

If modifications to the RFP are required, or if the deadline date is extended due to modifications in the scope of work, an addendum will be issued. All Addenda will be posted to the Aiken County website: <https://www.aikencountysc.gov/Depts/PRC/PRCmain.php>. Vendors will not be notified of any addenda.

### **FUNDING**

This project will be funded with 80% Federal Planning Level funds allocated for transportation planning through the Augusta Regional Transportation Study (ARTS) MPO. The required 20% local match will be funded by Aiken County. 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 the City of Aiken 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, Aiken County 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.** [http://www.scdot.org/doing/businessDevelop\\_SCUnified.aspx](http://www.scdot.org/doing/businessDevelop_SCUnified.aspx)



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### **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):

- Five total voting members:
  - a. Two representatives from Aiken County Planning & Development Department
  - b. One from the City of Aiken.
  - c. One from the Town of New Ellenton
  - d. One from the City of North Augusta.
- Up to two total non-voting members:
  - a. One from the FHWA-SC Division.
  - b. 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:

- Evaluate and rank consultants' submittals using the selection criteria in the following section.
- Shortlist up to three, top scoring consultants for an in-person presentation/interview.
- Rank the interviewed consultants.
- Recommend selected consultant to the ARTS MPO Subcommittee-SC and Aiken County Council for approval to begin negotiating contract.
- Announce award to selected consultant.
- Negotiate contract. (If Aiken County and the selected consultant cannot reach an agreement, Aiken County will identify the next highest ranked and responsive consultant, and the negotiation phase



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will be repeated. This process will continue until an agreement is reached with a qualified, responsive consultant that can perform the required services.)

- 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:	<u>5%</u>
<b>TOTAL</b>	<b>100%</b>



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## **SCOPE OF WORK**

### **Task 1 - Identify & Evaluate Transportation Systems and Facilities**

Assess the existing conditions/current use/character of the SC-19 corridor including but not limited to safety, traffic volumes, traffic flow/congestion, turning movements, right-of-way alignment, storm water drainage management, access management, width, multimodal facilities, etc.

### **Task 2 - Public Participation**

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

### **Task 3 - 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 4 – 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 between Boardman Road and Powderhouse Road.
- Preserve existing green/open space and environmental elements.
- Provide alternative solutions to any easements that may be required.

### **Task 5 - 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., approaching White Pond Road, Old Whiskey Road)
- Address traffic management issues (e.g., existing and future number of driveways/curb cuts along corridor)
- 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 6 - 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.



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- 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 7 - 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 2040 of the LRTP. Include a cost/benefit analysis for each recommended multimodal element.

**Task 8 – Performance Measures**

The Consultant will assist Aiken County develop a performance-based planning process in order to attain explicit performance thresholds such as reducing congestion, improving highway safety, etc., by establishing baseline measures and the time involved in monitoring the measures. The ARTS travel demand model provides useful measures that can be benchmarked and monitored to evaluate actual and planned improvements along the corridor. SCDOT collects data associated with pavement condition and safety measures. The following performance measures, at a minimum, should be addressed:

- Highway measures
- Public transportation measures
- Bicycle and pedestrian measures
- Pavement measures
- Safety measures

**Task 9 - 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 in the future. 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 2040 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



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- Conform to applicable laws and regulations
- Include multimodal transportation solutions

### **REFERENCE MATERIALS**

For reference purposes, the Consultant may have access to any of the following documents:

**City of Aiken:** *North Side Transportation Study, North Side Comprehensive Plan, and Dougherty Road Corridor Study.*

**Aiken County:** *2010 Travel Demand Model, Comprehensive County Plan, Aiken County Urbanized Area Bicycle & Pedestrian Study, Whiskey Road - Powderhouse Connector Study, Whiskey Road - Silver Bluff Connector Study, Edgefield Highway (SC- 19 N) Corridor Study, and County 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 of up to any of three total combined meetings of the ARTS MPO Subcommittee-SC, County Council, City Council, Town 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 three (3) hard copies and one (1) compact disc of the final report will be provided to Aiken County. If GIS is used, then the associated shapefiles with the layers and any other supporting data shall also be transferred to Aiken County.